
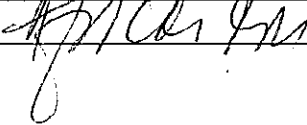
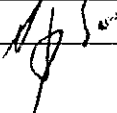
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Date:	23.09.2016	26.09.2016	27.09.2016
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INDEX OF EDITIONS AND REVIEWS

Edition: Review: Date of application:	No. of revised chapter / subchapter and page	Type of revision:		
		Changed	Added	Removed
Ed.1 Rev1/	Chap.1./page 6	X		
	Chap.2./page 6	X		
	Chap.3./page 6	X	X	X
	Chap.5./pages 7-13	X	X	X
	Chap.6./page 13		X	
Ed.1 Rev2/	Chap.3./page 6	X		X
	Chap.5.1./page 7			X
	Chap.5.2./pages 7-8			X
	Chap.5.3./pages 8-9	X	X	X
	Chap.5.4./pages 9-10	X	X	X
	Chap.5.5./pages 11-12	X	X	X
	Chap.7./page 14		X	
Ed2.Rev0/	Chap.3./page 6	X		
	Chap.5.1.b/page 7		X	
	Chap.5.4./page 9		X	



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1. AIM

The procedure describes the method of examination of 1st-to-5th-year students. The examination based on uniform multiple-choice testing ensures the uniformity of the examination and allows the concomitant assessment of all the students who have received theoretical and practical instruction in a discipline, immediately after the end of the semester / academic year.

2. SCOPE


This procedure applies to the disciplines in all the Faculties which use this assessment system suggested by the Council Board of each Faculty, voted by the Teaching Board of each Faculty and the Senate of the “Gr. T. Popa” University of Medicine and Pharmacy of Iași.

3. REFERENCE DOCUMENTS

- SR EN ISO 9000: 2006 – Quality Management Systems. Fundamentals and Vocabulary.
- *SR EN ISO 9001: 2015 – Quality Management Systems. Requirements.*
- SR EN ISO 9004: 2010 – Quality Management Systems. Guidelines for Performance Improvements.
- OMFP 400/2015 – which includes the internal/managerial control standards for public entities
- National Education Law no. 1 /2011
- Teaching Staff Regulations Law no. 128/1997 with subsequent amendments and additions.
- Emergency Ordinance no. 75/2005 on quality assurance in education, with subsequent amendments and additions
- Law no. 288/2004 on the organization of higher education
- Order of the Ministry of Education and Research no. 3235/10.02.2005 on the organization of undergraduate studies (bachelor’s degree)
- Order of the Ministry of Education and Research no. 3928/21.04.2005 on quality assurance in higher education institutions
- Charter of "Gr. T. Popa" UMPH of Iași
- Bachelor’s degree education regulations

4. DEFINITIONS AND ABBREVIATIONS

QMS	– quality management system
WP	– work procedure
R	– Rector
PR	– Vice-Rector

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5. PROCEDURE DESCRIPTION

5.1. Exam Eligibility Requirements

a. Attendance at lectures and practical activities / internships

The requirements that the students must meet in order to participate in these exams are compliant with the Regulations for Didactic Activity in effect. The students' attendance at the didactic activity (lecture and practical activities / internships / seminars) is recorded weekly by the teaching staff on the e-learning platform and may be viewed by each student. The absences from lectures will be recorded on the e-learning platform, but they do not influence the student's eligibility to take the exam or the student's final grade. Attendance at practical activities / internships / seminars is compulsory; if the number of absences left unaddressed exceeds the permitted number, the student is not allowed to take the exam.


b. Make up of absences

At the beginning of each academic year or semester (for one-semester disciplines), each discipline will post the method of the making up of missed practical activities / internships / seminars.

Students with absences at internships / practical activities / seminars are entitled to make up missed activities that do not exceed 30% of the total number of practical activities / internships / seminars which have already taken place up to the week preceding the start of the examination period. *Missed activities may be made up provided a make up certificate is issued following the Dean's / Vice-Dean's approval, and under the guidance of the academic in charge of the group to which the student belongs, or under the guidance of another member of the teaching staff approved by the academic in charge with the course or the group's teaching assistant.* Missed activities may not be made up during exam sessions or holidays. Unattended practical activities which are not made up and exceed 30% of the overall practical activities will prevent the student from being allowed to take the exam until he/she has made up the respective activities. Students who exceed the 30% limit of absences from practical activities / internships / seminars must make up the missed activities: (1) during the following semester of the same year (if that educational activity is still performed), with other groups, only with the approval of the academic teaching the course and of the group's teaching assistant, or (2) during the following academic year, as pending credits, based on the payment of a corresponding fee. If the absences are due to medical reasons, to a force majeure event or other such occurrence, the missed activities may be made up free of charge, with the approval of the Coordinator of Didactic Activity and of the Dean's Office.

c. Compulsory attendance at mid-term examination tests

Students must attend all the mid-term oral exams / tests, which are graded. This grade is included in the calculation of the final grade for the semester / year.

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5.2. Scheduling of exams

Exams may be scheduled between 8.00 and 20.00. Exams may not be scheduled later than 20.00, regardless of the type of exam.

Both during the exam sessions and for modular education, exams are scheduled on workdays, but they may also be scheduled on Saturdays or Sundays. Credit exams are scheduled only on days when neither the examined students nor the examining academics are engaged in any ongoing educational activities.

The day, time and place of the exam are posted on the notice board of each discipline at least one week before the beginning of the exam session, for linear education. For modular education, the day of the exam is set and posted one week before the end of the module.

The scheduled days, times and places of the exams are reported in writing to the Faculty Dean by the Coordinators of Didactic Activity and by the students' representative, and the written notification must bear the signature of the academic in charge. After posting, the exam schedule becomes compulsory and may not be changed, unless with the written approval of the Dean's Office.

During the exam session, there should be at least two dates for each exam allowing the students to choose one of them, except for uniform multiple-choice exams, the dates of which are scheduled by the Dean's Office. The uniform multiple-choice exam days will be posted on the notice board of each discipline and on the university website.

Students are not allowed to take more than one exam per day.


In exceptional cases, students who, for objective reasons, cannot attend the exam with the rest of their group, according to the schedule, may ask the academic teaching the course to reschedule their exam with another group, during the same exam session.

5.3. Registering for the exam

Students may register for exams (semester exam, year exam or credit exam) only if they have attended the internships / practical activities / seminars and mid-term exams.

For current exams held during exam sessions, 2 days before the date scheduled for the uniform exam, the Coordinator of Didactic Activity shall send the list of students who meet the examination requirements provided for in paragraph 5.1. to the Dean's Office, in order for the latter to check whether the tuition fees have been paid and to distribute the students in the examination rooms. The Dean's Office shall provide the disciplines with the lists of students who cannot take the exam on grounds of non-payment of their tuition fees.

Registration for examination is different for students taking credit exams. They may register by accessing the discipline website through the e-learning platform, where they may choose an exam date from the dates proposed by that discipline. Before taking the exam, the academic teaching the course shall check whether the registered students meet the participation requirements, more precisely he/she shall check whether they have attended the practical activities and whether they have passed the mid-term exam with a grade not lower than 5 (five), according to the Regulations in effect, and he/she shall send the list of registered students to the Dean's Office, in order for the latter to check whether the tuition fees have been paid and to distribute the students in the examination rooms. The Dean's Office shall issue a certificate attesting that the tuition fees have been paid, which the student shall submit when he/she takes the exam.

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Final exams shall include: a written test / an oral test, a practical exam and the grade for the student's activity throughout the academic year. The minimum grade to pass each of these tests is 5 (without rounding). To pass the final exam the student's minimum grade is also 5.

The distribution of students in the examination rooms shall be posted on the U.M.Ph. website, on the notice board of each discipline and at the examination rooms 24 hours before the uniform multiple-choice exam.

5.4. Examination procedure

a. Mid-term grading

Mid-term assessment is quantified by the weighted average of the attendance (10%), student's behavior (10%), interactivity (15%) and knowledge assessment (65%). In order to be allowed to take the practical test, the mid-term exam grade should be at least 5 (five).

b. Practical examination

The practical exam is scheduled by the academics in charge with teaching the courses **or the practical activities** in agreement with the students. An exam is scheduled for the whole group. The practical exams may not be taken individually. The practical exam shall be scheduled in the last week of the semester or during the exam session (by mutual agreement with the students). Only a limited number of groups may be scheduled on an given exam day, so as not to have a negative impact on the quality of the assessment, depending on the room's seating capacity and number of teaching staff available. The academics teaching the courses, together with the Coordinator of Didactic Activity and the students, shall set the maximum number of groups that may be examined daily.

Students may only take one practical exam per day.


The practical exams are held before a board of examiners including two to three academics; the academic in charge with teaching the course is one of the members of the examination board. The academic who taught the practical activities / clinical internships /seminars shall be present when the students take their exams. The members of the examination board are appointed by the Coordinator of Didactic Activity.

Regardless of the examination type, the assessment of all the students studying a discipline should be uniform. The grading scale used to assess the practical exam shall be posted on the notice board of each Discipline. The Coordinator of Didactic Activity is in charge of ensuring the uniformity of assessment, and of setting and posting the grading scale.

In oral exams, the student is given time to think and to answer the questions, depending on the applicable examination methodology.

The practical tests involving the examination of a patient shall be taken in the presence of teaching staff. The practical test consisting of clinical case presentation shall observe the applicable procedure. The members of the examining board may ask questions in order to get an idea of the student's actual knowledge.

The academics teaching the course shall post the score / grade of the test on the e-learning platform and on the notice board of the Discipline within the 24 hours following the practical exam.

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The exams shall be held in Romanian, in English or in French for the English and French sections, respectively.

The exams for modular disciplines are taken before an examining board in order to ensure the uniformity and impartiality of the examination. The examining board shall include academics teaching each module. The minimum grade to pass the practical exam is 5.

c. The Uniform Multiple-Choice Exam

For disciplines for which assessment consists of uniform multiple-choice examination, as well as for disciplines for which assessment consists of **oral examination**, the number of question items in each test/discipline are to be found in:

Annex 1 – for the Faculty of Medicine

Annex 2 – for the Faculty of Dental Medicine

Annex 3 – for the Faculty of Pharmacy

For disciplines for which assessment consists of uniform multiple-choice examination / oral examination, the number of question items in each test/discipline, for each Faculty, shall be updated at the beginning of each academic year, depending on changes to the curricula, if any.


The students have the obligation to take the exam at the time and place set in the exam schedule posted on the U.M.Ph. website and on the notice board of each Discipline, wearing decent and proper outfits for a student at “Gr. T. Popa” U.M.Ph. Iasi. Should students fail to comply with these requirements, they will not be allowed to take the exam and they will be considered absent.

For the written uniform multiple-choice examinations, students are distributed in the examination rooms according to the decision of the academics supervising the examination. Should the students fail to comply with the latter’s decisions, they will be asked to leave the room and the exam will be failed.

The students shall come to take the exam with their grade books validated by the Secretariat of the Faculty (or with a provisional certificate from the Dean’s Office) and with their identity card (or passport). When entering the examination room, the students’ identity is checked by the supervisors using the identity papers mentioned above. Should the student fail to comply with these requirements, he/she will not be allowed to take the exam and he/she will be considered absent.

Impersonating another student for an exam is considered fraud and is punished by expulsion of both the impersonated student and the impersonating student. The supervising academics and the Coordinator of Didactic Activity have the obligation to report these cases to the Dean’s Office within 24 hours, in order to have the guilty students punished. If such incidents are not reported and the impersonation is proven, disciplinary actions will be proposed for the responsible academics.

All the bags, coats and jackets and mobile phones shall be deposited in a place designated by the supervising academic and not close to the students. All mobile phones should be switched off when entering the examination room and they should remain switched off throughout the exam; they may be switched back on only after the students have left the examination room.

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During the exam, students are not allowed to be in possession of mobile phones or other electronic devices that allow interpersonal communication or data display. Students are forbidden to talk to each other during the exam.

Students must be in possession of all the office supplies required for taking the exam. Any demand or question may be asked only aloud and only with approval from the academics supervising the exam.

After the written uniform multiple-choice examination has been taken, the Coordinator of Didactic Activity has the obligation to share the correct answers (to all the multiple-choice question items) with the IT Department, in order to have the papers graded and the results results posted within 24 hours of the grading.

The students shall be informed of the duration of an exam at the beginning of each exam.

This duration depends on the number of question items, namely:

- **90 questions – 2 hours and 20 minutes**
- **75 questions – 2 hours**
- **60 questions – 1 hour and 30 minutes**
- **50 questions – 1 hour and 15 minutes**
- **30 questions – 1 hour**

5.5. Calculation of the final grade

The calculation of the final grade includes the following A, B, C components in corresponding percentages:

A. Activity during the semester / year:

It constitutes 10% of the final grade. Mid-term assessment is quantified by the weighted average of attendance (10%), behavior (10%), interactivity (15%) and knowledge assessment (65%). The minimum mid-term grade for the student to proceed to the practical test is 5 (five).

The students' attendance, the making up of missed practical activities, as well as all the grades obtained throughout the semester shall be recorded by the academics in charge with teaching the groups in the group register pertaining to the respective Discipline and on the e-learning platform.


The student is informed of this grade during the last practical activity of the semester. The student may view his/her progress throughout the semester and at the end, via the e-learning platform.

The group registers, which are specific to each Discipline, shall be kept by the academic in charge with teaching the course for at least 3 years.

B. Oral practical test – 40% of the final grade, both for fundamental or preclinical disciplines and for clinical disciplines

1. Fundamental or preclinical disciplines

- exam ticket with 3 questions from a unified list of topics posted on the notice board of each Discipline

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- the grade is the arithmetic mean (with one decimal) of the grades for each of the 3 questions
- the student will be informed of the grade at the end of the practical test; the grade will also be posted on the notice board of the discipline and on the e-learning platform.

2. Clinical disciplines

- the grade is the weighted average of two grades:
 - clinical case – 25% (the case will be selected by ballot)
 - interpretation of a medical tests / paraclinical examinations report etc. (according to a set of common topics posted on the notice board of the Discipline) – 15%
- the student will be informed of the grade at the end of the practical test

The practical test is eliminatory (minimum grade 5) for both the fundamental or preclinical and the clinical disciplines, and it needs to be passed in order for the student to be allowed to take the next test; the examining board includes 2 or 3 members (appointed by the Coordinator of Didactic Activity), who must include the academic in charge with teaching the series and the academic in charge of the group.

C. Written test – 50% of the final grade

The multiple-choice test shall cover all the topics comprised in the syllabus of the discipline, according to the common bibliography for that discipline, posted and announced to the students within 30 days from the beginning of the semester.

The number of question items will correspond to the number of hours allocated to that chapter in the syllabus.

Each academic in charge with teaching a course to a student series in that year shall draft a certain number of question items, as agreed in the teaching staff meeting at that Discipline, thus leading to a database of question items.

The difficulty of the question items shall be as follows:

- 40% easy questions
- 40% moderately difficult questions
- 20% very difficult questions.

The number of question items, depending on the position of the discipline and the number of hours allocated to it in the curriculum, should be divisible to 900.


The total score for the number of selected question items shall be: **number of questions X score of each question = 900 points; the rest of 100 points are granted *ex officio*.**

All the students in a year shall take the multiple-choice test in the same conditions, from the same database of pooled question items and preferably during the same time interval.

All the grades are made public (posted on the notice board of the Discipline and on the U. M. Ph. website).

The multiple-choice test may be taken only by the students whose other grades have been calculated and communicated according to the article above.

On the day of the exam, one of the students' representatives, appointed by the students, will randomly draw the number of the question test variant or will participate in choosing the questions included in the selected test, by the same method as for the admission exam (random choice of question items by using the software from the IT Department).

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The final grade is calculated as the sum of the grades obtained for each of the 3 sections (A, B, C described above), according to the percent allocated for each section (weighted average). The grades for sections A and B rank from 1 (one) to 10 (ten).

To pass the exam, the final mean grade must be minimum 5.00.

Only grades higher than 5.00 will be rounded in favor of the student. Thus, the 5.00-5.49 grade will not be rounded and 5 will be filled in the centralized grade book and in the student's grade book, the 5.50-6.00 grade will be rounded to 6, etc., whereas 4.00-4.99 remains 4.00. Thus, only for grades higher than 5.00 the rounding within the .00 - .49 hundredths interval is done to the lower grade (for instance, 7.33 means 7.00), whereas the rounding within the .50 - .99 hundredths interval is done to the higher grade (for instance, 7.52 means 8.00).

The grades granted for each of the 3 sections will be recorded in the student activity record sheets on the e-learning platform for each teaching series, will be printed and signed by all the examiners. One copy is sent to the Dean's Office and the second copy is kept by the academic in charge with teaching the course.

The student is informed of the exam results on the spot (in oral exams) and the results are inputed on the e-learning platform, in the group grade book and in the students' grade books within 3 day from taking the exam.

The students who believe that they were assessed incorrectly or that they were assessed in improper conditions may challenge the exam results. A student may only challenge his/her own results.

5.6. Grade registration

The students' assessed knowledge is quantified into grades (ranging from 1 to 10) or scores (according to the grading rules valid in the European Union), in accordance with the Regulations for undergraduate studies in effect at "Gr. T. Popa" U.M.Ph. Iasi.


Provided the awarded grade is at least 5, the score for a discipline is calculated as follows:

$$\text{No. of points} = \text{Grade} \times \text{No. of credits allocated to that discipline}$$

The final examination grade will be recorded on the e-learning platform, in the student's grade book and in the exam grade book, bearing the signature of all the examining board members.

The completed and signed exam book shall be taken to the Secretariat of the Faculty only by members of the teaching staff, no later than 2 workdays after the end of the ordinary / extraordinary exam session, of the module exam or of the exam for uncompleted credits, depending on the case.

The Coordinator of Didactic Activity is directly responsible with the secure submission of the exam grade book at the Dean's Office or with the posting of the results by filling in the proper boxes on the e-learning platform. In doing that, the Coordinators must comply with the procedure for recording the grades.

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6. RESPONSIBILITIES

ACTIVITIES	RESPONSIBILITIES			
	ACADEMIC TEACHING THE COURSE	Coordinator of Didactic Activity	TEACHING STAFF	AUXILIARY TEACHING STAFF
1. Records of attendance and grades obtained during the semester / year	X		X	
2. Practical exam: student supervision, exam proceedings	X		X	
3. Practical exam: assessment of students	X		X	
4. Items database for the uniform multiple-choice exam	X	X		
5. Student supervision during the uniform multiple-choice exam			X	X
6. Public release of correct answers	X	X		
7. Final grade calculation	X			
8. Registration on the e-learning platform of the final grade	X	X		
9. Submission of the exam grade book to the Dean's Office		X		
10. Scheduling of credit exams		X		


7. RECORDS AND ANNEXES

1	2	3	4	5	6	7	8	9	10	
1	Exam grade book	FP07-05	E-learning platform and Dean's Office	CB	2	2	3	10	Discipline Dean's Office	Acc. AC
2	Attendance records	-	E-learning platform	Academic in charge with course	1	1	3		Discipline	Acc. AC
3	List of topics for the practical exam	-	Coordinator of Didactic Activity	Coordinator of Didactic Activity	1	1	3		Discipline	Acc. AC
4	Question items database for the uniform multiple-choice exam	-	Discipline	CB	1	1	3		Discipline Dean's Office	Acc. AC
5	Mid-term test	-	Academic in charge with course	Coordinator of Didactic Activity	1	1	3		Discipline	Acc. AC
6	Exam sheet	-	IT Department	CB	1	1	1		Discipline	Acc. AC

Legend:
 CB- Council Board
 AC – Archive Classification

Appendix 1 – Disciplines for which assessment consists of uniform multiple-choice examination / oral examination, number of question items for each test / discipline, for the Faculty of Medicine

Appendix 2 – Disciplines for which assessment consists of uniform multiple-choice examination / oral examination, number of question items for each test / discipline, for the Faculty of Dental Medicine

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Appendix 3 – Disciplines for which assessment consists of uniform multiple-choice examination / oral examination, number of question items for each test / discipline, for the Faculty of Pharmacy