Examination Procedure Including MCQ Testing

I. Exam admission conditions

1. The number of absences in practical seminars/sessions (not recovered), according to the Regulations for didactic activities (between 0-20% of the total number of hours allocated to practical seminars/sessions), previously approved in formal meetings at each Discipline and Chair/Department and communicated to the students at the beginning of the semester.

2. Recovery of missed practical seminars/sessions (with the Dean’s approval, without payment in case of justified absences or with payment) may be carried out until the final two teaching weeks of the semester, according to a schedule communicated at the Discipline. Recovery activities are not allowed during the session of exams.

3. Compulsory attendance at mid-course evaluations.

II. Final grade algorithm

A. Student’s activity during the semester

1. Preclinical, fundamental disciplines - 15%
2. Clinical disciplines – 10%

The grade is the arithmetic average of the following two scores:

- The average of all the grades given by the teaching assistant (assessing the student’s level, discipline, interest and engagement in course activities during the semester);

- The average of all mid-course partial evaluations.

This grade is communicated to the student at the final practical session of the semester.

Student attendance, recovery of missed practical sessions and all these scores will be mentioned by each member of the teaching staff in the students’ records and on the e-learning Platform for each series of students. The thus documented students’ status (attendance, the teaching assistant’s grade) will also be presented to the teaching staff conducting practical / oral examinations. The records must be kept at the Discipline by the head of the course for a minimum of 5 years.

B. Practical and oral examinations

1. Preclinical, fundamental disciplines – 35%

- note containing 3 questions (of which at least one from the database of questions for passing the practical exam) from the list of exam topics posted at the Discipline

- the grade is the average (with one decimal) of the 3 scores for how the student dealt with each of the 3 questions
- the grade is to be communicated to the student at the end of the practical examination
- the examination is conducted by the head of the course for that student series, in the presence of the teaching assistant

2. **Clinical disciplines** – 40%

- note containing 3 questions (of which at least one from the database of questions for passing the practical exam) from the list of exam topics posted at the Discipline. The student will draw one question from the database of questions for passing the practical exam, posted at the Discipline within the first 30 days after the beginning of the semester / academic year; a correct answer is rewarded with grade 5 (five) and the practical examination may proceed to the next stage:
  - Clinical case – 25% (drawn from a randomized set)
  - Interpretation of a medical file / chart / paraclinical exploration (based on a single list of topics posted at the Discipline) – 15%
- the grade is to be communicated to the student at the end of the practical examination
- the examination is conducted by the head of the course for that student series, in the presence of the teaching assistant

For modular clinical disciplines*, the final grade for the practical exam is calculated as above and represents the weighted mean of the module comprising the respective subject matter.

*CLINICAL / MODULAR DISCIPLINES:
3rd year of study: Medical Semiology (the special part in the 2nd semester); Surgical Semiology
4th year of study: Internal Medicine + Pharmacology; General Surgery + Thoracic Surgery; Orthopedics + Traumatology; Oncology + Haematology; Anesthesia and Intensive Care + Emergency Medicine;
5th year of study: Internal Medicine (Gastroenterology + Nephrology + Diabetes and Nutrition Diseases + Toxicology); Neurology + Neurosurgery

C. **Written exam – 50%**

   **MCQ test** covering all the course syllabus, according to a **single bibliography** for each study discipline, posted and communicated to the students within the first 30 days of the semester.

   **The number of questions will be proportional with the number of hours** allocated to the respective subject/chapter in the syllabus.

   Every head of course for the series of students enrolled in that academic year shall draft a certain number of questions. The number is to be decided in a formal meeting of the teaching staff at the Discipline, thus resulting a **database of multiple-choice questions**.

   **The level of difficulty** for the questions should be:
   - 40% questions with difficulty below average
   - 40% questions of average difficulty
   - 20% questions with difficulty above average.

   All the questions will have **only one correct answer (One Best Answer)**.

   The number of questions, depending on the weight of the discipline and the number of hours in the curriculum, must be divisible by 900.

   **The total score** for the number of selected questions will be: number of questions \( \times \) score for each question = 900 points; the remaining 100 points are automatically granted.

   All the students enrolled in a year of study will participate in the MCQ test in the same conditions (identical items and schedule).
ALL the grades are to be made public (at the Discipline’s headquarters, the Dean’s Office and the University website)

Only those candidates who have previously met the exam admission criteria may sit in an MCQ test:
- sufficient attendance in practical activities throughout the academic year, and for clinical disciplines passing the practical exam with grade 5 or more.
The grades obtained during the academic year and the grade for the practical exam will be communicated to students and posted at the Discipline prior to date of the written exam.

On the day of the written exam, all the students who have the right to be admitted at the exam (also in possession of their student gradebooks and black marker/pens) will be allocated seats in alphabetical order (not in the order of the series) in the halls reserved for the exam. A student representative, appointed by the students, will draw the questions which will make up the test, similarly to the admission exam – random selection of questions using the software of the IT Department, thus compiling the test in 4 different versions (A, B, C, D).

The final grade is the sum of the grades for each of the 3 sections (A, B, C), according to the percentage corresponding to each section (weighted mean). Grading for sections A and B is done from 1 (one) to 10 (ten).

In order to pass the exam, the final grade must be at least 5.00.
The rounding of a grade in favor of the student will be done only for grades higher than 5.00 (for example, grade 5.50 will count as 6 in the students’ records at the Dean’s Office, while 4.66 will be registered as 4.00).

For the interval .00-.49 the rounding will be done towards the next lower absolute value (e.g. 7.33 shall be 7.00), and for the interval .50-.99 the rounding will result in the next higher absolute value (e.g. 7.52 shall be 8.00).

The grades for each of the 3 sections will be recorded in the students’ academic records corresponding to each series and which should be kept by the head of the course as well as on the e-learning platform.

MCQ tests for exams failed in previous academic years („examene credit”) will be conducted as follows:

During each semester, a student has the right to sit in an exam he/she has failed in a previous academic year at a date which is not during the time interval reserved for the session of exams (this one date will be scheduled by the Discipline for all the students in this position and in accordance to the methodology outlined above at sections A, B and C) and once during the session of exams (together with the students enrolled in the ongoing academic year).

Students will be able to attend regular exams in 2 regular sessions (winter and summer) as well as in a session reserved for failed exams, according to the official calendar of the academic year.

III. MCQ testing methodology at the Faculty of Medicine
1. Study disciplines

At the Faculty of Medicine, MCQ testing will be conducted for the following study disciplines:

1st Year : Romanian, English and French series
ANATOMY
BIOCHEMISTRY
CELL AND MOLECULAR BIOLOGY
BIOPHYSICS AND MEDICAL PHYSICS
PHYSIOLOGY
INFORMATICS AND BIOSTATISTICS
BEHAVIORAL SCIENCES (SOCIOLOGY, PSYCHOLOGY)

2nd Year : Romanian, English and French series
ANATOMY
PHYSIOLOGY
HISTOLOGY
GENETICS
IMMUNOLOGY
MICROBIOLOGY – PARASITOLOGY

3rd Year: Romanian, English and French series
PHARMACOLOGY
PATHOLOGICAL MORPHOLOGY
PATHOPHYSIOLOGY
MEDICAL SYMPTOMATOLOGY
SURGICAL SYMPTOMATOLOGY
MEDICAL RESEARCH AND DOCUMENTATION METHODOLOGY
PRIMARY HEALTH CARE

4th Year: Romanian, English and French series
UROLOGY
RADIOLOGY AND NUCLEAR MEDICINE
ORTHOPEDICS – TRAUMATOLOGY
ONCOLOGY – HEMATOLOGY
ANESTHESIA AND INTENSIVE CARE – EMERGENCY MEDICINE
HYGIENE
SURGERY (beginning with the academic year 2013-2014)
INTERNAL MEDICINE (beginning with the academic year 2013-2014)

5th Year: Romanian, English and French series
PULMONOLOGY
OPHTHALMOLOGY
ENDOCRINOLOGY
NEUROLOGY – NEUROSURGERY
OCUPATIONAL MEDICINE
ENT (OTORHINOLARYNGOLOGY)
PEDOLOGY
PEDIATRIC SURGERY
INTERNAL MEDICINE – Gastroenterology + Nephrology + Diabetes and nutrition diseases + Toxicology (beginning with the academic year 2013-2014)
PEDIATRICS (beginning with the academic year 2013-2014)

2. Preparatory stages
- The academic disciplines will post the bibliography used in the development of the MCQ tests (theme/chapter, bibliographic reference, pages) – **time limit: 30 days after the beginning of the academic year**.

- The coordinator of the didactic activity alongside the faculty in charge of the course and the student representatives will decide the examination dates (the practical and oral examinations); the Dean’s Office will fix a date for the MCQ test and communicate the information to all the disciplines that organize the test procedure at least 30 days before the evaluation takes place.

The MCQ test is to be conducted only after the coordinator of didactic activity confirms in a signed document sent to the Dean’s Office (director Gabriela Gherghisan) the scheduled date of the examination and indicates the probable number of students participating in the evaluation. The organizers will consider the possibility that the MCQ test could be scheduled in any day during the examination session for all the students enrolled in the Romanian, English and French sections.

- The course coordinators will describe the MCQ test procedures to their colleagues during meetings of the discipline teaching members.

- The academic disciplines will complete the development of the question bank to be used in the creation of the tests for the students in the Romanian, English and French sections until December 1 (there should be at least 300 One-Best Answer questions with one correct answer to be identified among 5 answer variants). The same question bank will be used for the students in the Romanian, English and French sections. The question bank will be augmented each academic year by 30% of the initial number of questions. The question bank will be communicated to the Dean’s Office until December 1st in electronic format: File no.1 – questions that are below average difficulty; File no.2 – questions of average difficulty; File no.3 – above average difficulty questions. The question bank will be evaluated by a didactical panel.

- The MCQ test timetable will be posted on the discipline notice board and on the university and SSMI web sites at least 24 hours before the examination date (lecture halls, days, hours, the discipline organizing the evaluation, the groups of students expected to participate).

- The coordinator of didactic activity will communicate in written form to the Dean’s Office at least 3 days before the established examination date the list of the students who DO NOT meet the requirements that would allow them to participate in the examination (absences or other unmet criteria) and the list of the students who registered for the participation in re-examinations for exams failed in previous academic years (“examen credit”).

(NB: the students who intend to sit a re-examination for an exam failed in a previous academic year will register at the chosen discipline a week before the scheduled examination date. Students who do not register and do not meet the requirements which allow them to take the exam will not be permitted to participate in the MCQ test).

- The lists of the students who meet the requirements allowing them to participate in the MCQ test (e.g. students enrolled in the current academic year as well as students who registered for a re-examination following an exam failed in a previous academic year) will be listed in alphabetical order by the secretary from the Dean’s Office in charge of each year of study and they will be communicated to the IT Department of the university (examen@mail.umfiasi.ro) at least 2 days before the date of the examination.

- The identity code of each student who is to participate in the test will be recorded on the multiple choice test forms (documents similar to those used in the admission and graduation examinations) by the IT Department for each discipline that organizes such a test alongside the generation of the seating arrangement of the students in the halls and the posting of the data on the university web site at least 24 hours before the date of the examination.

3. Examination proceedings

a) -The lists of the students who are permitted to participate in the examination in the designated venues will be posted on the doors of the halls on the day of the evaluation by a member of the teaching staff belonging to the discipline organizing the procedure.
- The students will be allowed to enter the hall only at the announced hour selected for the initiation of the activity.
- The students will enter the hall in alphabetical order only after their identities were verified by the person in charge of the hall by checking their student ID or school report and only after establishing that the participants did not bring audio communication devices or other sources of information. The students who will be exposed as users of cell phones, other audio communication devices or other sources of information during the examination will be prevented from participating in the proceedings by the person in charge of the hall, who will communicate this breach of the regulations to the Dean’s Office. In turn, the Dean’s Office will apply the disciplinary actions required under such circumstances.
- In each venue the students will be supervised by the person in charge of the hall (a lecturer or an instructor from the discipline organizing the evaluation) accompanied by 2 other members of the teaching staff from the same discipline or other disciplines belonging to the same department. The supervisors will attend the proceeding after checking their assignment to different halls as posted on the web site of the university or communicated to them via the professional e-mail. Such information will include the date, the hall and the hour when the activity begins. If due to objective, documented reasons, a member of the teaching staff cannot participate in the evaluation, he/she will inform the Dean’s Office at least 24 hours before the examination and will advance a proposition regarding a replacement who will confirm his/her participation in written form. The unjustified absence of members of the teaching staff designated to monitor the examination proceedings will be met with SANCTIONS according to university regulations.

b) – On the day of the examination, at 8 AM for the examinations taking place in the morning and at 10 AM for the evaluations scheduled in the afternoon, the following persons will be present at the University Publishing House: a representative of the IT Department, an observer for the student union, 2 members of the teaching staff from the discipline organizing the test and possibly the Dean or a representative of the Dean’s Office. The two members of the discipline will bring the question bank in electronic format, to be used for the creation of the examination variant according to the structure of the test by drawing lots. The discipline coordinator or his representative will be responsible for the security of the drafted documents.

In the structure of each variant of the MCQ test ONE-BEST-ANSWER QUESTIONS WILL BE INCLUDED IN ACCORDANCE WITH THE STRUCTURE OF THE TEST (THEME/CHAPTER OF THE COURSE AND THE VARIOUS DEGREES OF DIFFICULTY OF THE QUESTIONS):

**1st Year:**

- ANATOMY – 75 questions
- BIOCHEMISTRY – 60 questions
- CELL AND MOLECULAR BIOLOGY – 50 questions
- BIOPHYSICS AND MEDICAL PHYSICS - 50 questions
- PHYSIOLOGY – 60 questions
- INFORMATICS AND BIOSTATISTICS - 50 questions
- BEHAVIORAL SCIENCES (SOCIOLOGY, PSYCHOLOGY) - 50 questions

Versions for the Romanian, English and French series

**2nd Year:**

- ANATOMY – 75 questions
- GENETICS - 60 questions
- IMMUNOLOGY - 50 questions
- PHYSIOLOGY – 90 questions
- HISTOLOGY - 75 questions
MICROBIOLOGY – PARASITOLOGY – (60 questions for Bacteriology, 20 questions for Parasitology and 25 questions for Virology)*
Versions for the Romanian, English and French series
* The test in Virology is carried out as compulsory evaluation, by all students during the first term examination session.
The test in Parasitology is carried out as compulsory evaluation at the end of the module.
The test in Bacteriology is carried out as compulsory evaluation, by all students during the second terms examination session.

3rd Year:
PATHOPHYSIOLOGY - 60 questions
MEDICAL SYMPTOMATOLOGY - 75 questions
SURGICAL SYMPTOMATOLOGY - 75 questions
PHARMACOLOGY - 60 questions
MORPHOPATHOLOGY – 75 questions
LITERATURE REVIEW AND RESEARCH METHODOLOGY – 50 questions
PRIMARY HEALTH CARE – 50 questions
Versions for the Romanian, English and French series

4th Year:
UROLOGY – 50 questions
RADIOLOGY AND NUCLEAR MEDICINE – 60 questions
ORTHOPEDICS AND TRAUMATOLOGY – 60 questions
ONCOLOGY – HEMATOLOGY – 50 questions (25 questions Oncology +25 questions Hematology)
ANESTHESIA AND INTENSIVE CARE – 60 questions (30 questions Intensive Care + 30 questions Anesthesia)
HYGIENE – 60 questions
SURGERY (starting with the academic year of 2013-1014)
INTERNAL MEDICINE (starting with the academic year of 2013-1014)
Versions for the Romanian, English and French series

5th Year:
PNEUMOLOGY – 50 questions
OPHTHALMOLOGY – 50 questions
NEUROLOGY – NEUROSURGERY – 75 questions (50 questions Neurology, 25 questions Neurosurgery)
LABOR MEDICINE – 50 questions
E.N.T. - 50 questions
PUERICULTURE – 50 questions
PEDIATRIC SURGERY – 50 questions
INTERNAL MEDICINE – Gastroenterology +Nephrology + Diabetes and Nutritious Diseases + Toxicology (starting with the academic year of 2013-2014)
PEDIATRICS (starting with the academic year of 2013-2014)
Versions for the Romanian, English and French series (starting with the academic year of 2013-2014)

- The electronic format of the test will be checked, in the presence of the student observer, by two members of teaching staff assigned by the Discipline. **Invigilator: the member of the teaching staff who will sign the hard copy, giving the printing approval.**
- After verification, the test will be multiplied in a sufficient number of copies corresponding to the number of candidates. The exam booklets will be distributed to the designated examination
halls. The Supervisor will take the exam booklets into the auditoriums before the beginning of the exam. **Invigilators:** the two members of the teaching staff assigned by the Discipline, the team members of the Publishing House, the representative of the IT Department, and the Supervisor (who has to take the copies from the Publishing House half an hour before the beginning of the exam).

c) – The start and end times of the exam will be announced and written on the white board by the Supervisor. The duration of the test depends on the number of questions:

- 90 questions – **2 h 20'**
- 75 questions – **2 h**
- 60 questions – **1 h 30'**
- 50 questions – **1 h 15'**

The Invigilator will make sure that the exam proceeds as planned.

If there are any disciplinary irregularities, the Supervisor will call the Dean’s Office so that appropriate measures will be decided. The student who does not observe the exam regulations (not to cheat or bother other colleagues) will be ruled out or other disciplinary measures will be taken.

d) - At the end of the exam, the Supervisor will collect the exam booklets and the answer sheets. They will be later on given to the representative of the IT Department in the Dean’s Office.

When all the tests in all the auditoriums have been collected, the members of the Discipline assigned to take part in all the stages of the multiple choice testing will give the grading system to the representative of the IT Department. The grading system will be posted at the notice board of the Discipline or of the Faculty within an hour from the ending of the exam. **–Invigilators:** the Coordinator of the didactic activity, the members of the Discipline assigned to hand over the grading system, and the representative of the IT Department.

e) The tests will be scanned in the IT Department of the University on the day of the examination. **–Invigilators:** the members of the IT Department and other members of the Discipline as observers.

- The results of the test will be written on a CD or sent via e-mail to the Dean and to the Coordinator of the didactic activity on the day of the test. **Invigilator:** the coordinator of the IT Department.

- The coordinator of didactic activity will post the results of the test on the notice board of the Discipline within 24 h of reception.

The detailed results of the exam will be posted: **A:** the grade obtained by the student during the semester, **B:** the grade in the oral and written tests, **C:** the grade obtained in the multiple choice test and the final grade obtained according to calculus methodology.

The grade obtained by the student during the semester and the ones obtained in the written and oral tests should be listed at the Discipline before the beginning of the multiple choice testing. The final grade will be obtained according to the approved calculus methodology. **Invigilators:** the coordinator of didactic activity, the head of the course and the teaching staff appointed by the Head of the Discipline to post the results (assistant or junior assistant).

f) Contestations may be filed by the students within 24 hours from the listing of the results. The results of the contestations will be issued by the Coordinator of didactic activity within 48 hours after the contestation deadline. If the contestation is not resolved inside the Discipline, the students or the teaching staff will inform the Dean’s Office no later than the last day of the exam session. **Invigilator:** The Dean and the coordinator of didactic activity.

4. Mid-term examination proceedings.
- Mid-term exam may be conducted upon students’ request and with the approval of the coordinator of didactic activity for the following disciplines:

2nd Year: PHYSIOLOGY
    HISTOLOGY
3rd Year: MORPHOPATHOLOGY

- The mid-term exam will be carried out according to the same methodology and procedure validated for MCQ testing.
- The mid-term evaluations are **only allowed for the written exam** (MCQ test). The test is based on a bibliography available at the Discipline – **deadline: first day of the 2nd semester**.
- The mid-term exam may be scheduled only **in March, on Saturdays (not during teaching days)**.
- The students who want to sit in a mid-term exam will have to be registered at the Discipline at least two weeks before the date of the exam.

**Registration for a mid-term exam is conditioned by the student’s attendance in practical sessions/seminars and a score of minimum 5 in the evaluations conducted in the 1st semester.**

- In the second session of exams, students may opt to keep the grade obtained in the mid-term examination. Their option has to be communicated to the Coordinator of the didactic activity before the beginning of the 2nd session of exams (the summer session).

5. The staff in charge with MCQ testing at the University level are members of the Commission appointed by the Dean’s Offices and approved by the Senate. The Commission is made of:

**Didactic Vice rector:** Prof. Ileana Cojocaru, PhD
    Prof. Ioan Costea, PhD

**Dean of the Faculty of Medicine:** Prof. Doina Azoicai, PhD

**Dean of the Faculty of Dental Medicine:** Prof. Norina Forna, PhD

**Dean of the Faculty of Pharmacy:** Prof. Monica Hancianu, PhD

**Members:**

- Administrator of the Faculty of Medicine: Gabriela Gherghisan
- Coordinator of the IT Department: Assist. Adrian Ciureanu
- Assoc. Prof. Lacramioara Ionela Serban, PhD – Faculty of Medicine
- Lect. Florin Dumitru Petrariu, PhD – Faculty of Medicine
- Lect. Pharm. Mihai Apostol, PhD – Faculty of Pharmacy
- Lect. Magda Antohe, PhD – Faculty of Dental Medicine
- Chief Secretaries: Faculty of Medicine – Gabriela Cuciureanu; Faculty of Dental Medicine – Monica Copacinschi; Faculty of Pharmacy – Elena Onica