





**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FACULTY OF MEDICINE
EXAMINATION UNIT**


CONDUCT OF OSPE/OSCE

Doc. No:	UniKL/RCMP /FOM-05(WI)
Revision No:	01
Date	01 July 2017
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Prepared by:  Nurul Raihan binti Mohd Rais Examination Unit Faculty of Medicine, UniKL RCMP Date : 22 June 2017	Approved by:  Name: Assoc. Prof. Dr. Syed Rahim bin Syed Hamid Position: Dean, Faculty of Medicine Date : 22 June 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09/05/14	Establishment	00	Dean, FOM
2	01/07/17	Amendment	01	Dean, FOM

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1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for the conduct of OSPE/OSCE during the Summative Examination.

2.0 SCOPE

The scope of this procedure covers all OSPE/OSCE during the Summative Examination.

3.0 REFERENCES

- 3.1 Academic Rules & Regulations, Faculty of Medicine
- 3.2 University Rules and Regulations, UniKL
- 3.3 Code of Practice for Program Accreditation
- 3.4 Tomorrow's Doctors

4.0 DEFINITIONS/ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
RCMP	:	Royal College of Medicine Perak
FOM	:	Faculty of Medicine
SOP	:	Standard Operating Procedure
Exam	:	Examination
COPPA	:	Code of Practice for Programme Accreditation
OSPE	:	Objective Structured Practical Examination
OSCE	:	Objective Structured Clinical Examination

5.0 RESPONSIBILITY

- 5.1 Dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 Deputy Dean (Academic) / Phase / Year Coordinator / Examination Unit / Lecturer in charge Pre-OSPE/OSCE quarantine / Chief Invigilator of OSPE / OSCE / Assistant Invigilators are responsible to ensure that this procedure is adhered strictly.

6.0 PROCEDURE

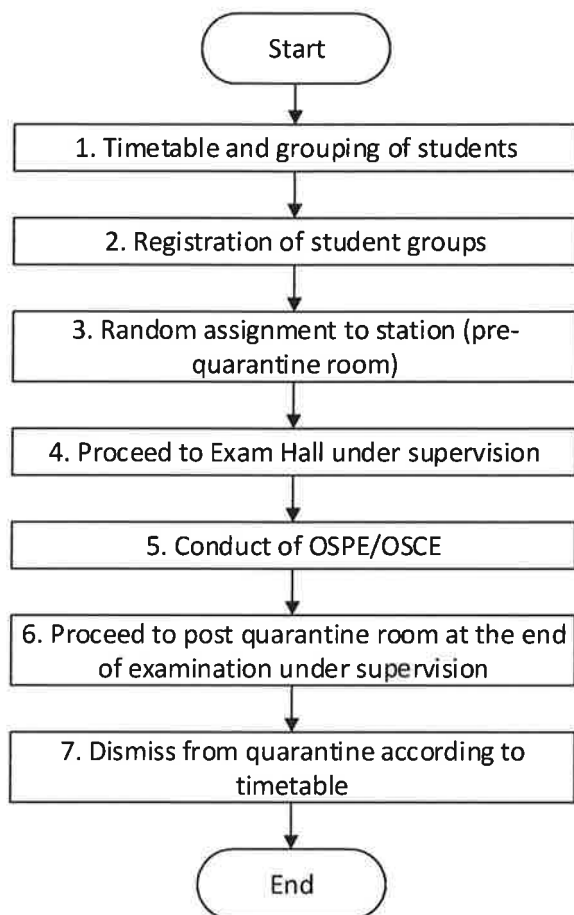
- 6.1 Refer to the process flow chart as in the next page.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Timetabling of OSPE/OSCE/Multistation and grouping of students	Year/Module/ Phase Coordinator	Timetable and list of students according to grouping	1 week before examination
2	Registration of students according to student groupings and timetabling and pre examination quarantine.	Examination Unit and lecturer in charge Pre-OSPE/OSCE/ quarantine	Timetable and list of students according to grouping	30 minutes before start of examination / according to the schedule
3	For each group, students are randomly assigned to his/her starting station by drawing a paper	Examination Unit and lecturer in charge Pre-OSPE/OSCE quarantine	Randomize list of students according to grouping Draw paper	30 minutes before start of examination / according to the schedule
4	Proceed to Examination Hall under supervision of assistant invigilators	Examination Unit and lecturer in charge Pre-OSPE/OSCE/ quarantine	Randomised list of students according to grouping	10 minutes before start of examination
5	Reading of Rules and Regulations of OSPE/OSCE/ Commencement of	Chief invigilator of OSPE/OSCE/	Rules and Regulations of OSPE/OSCE/	5 minutes before start of examination

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	examination			
6	At the end of examination, proceed to post-OSPE/OSCE quarantine under supervision of assistant invigilators	Chief invigilator of OSPE/OSCE/ and assistant invigilators	List of students according to grouping	Immediately after OSPE/OSCE
7	Dismiss from post-OSPE/OSCE quarantine	Lecturer in charge of post-OSPE/OSCE/ quarantine Assistant invigilators	Timetable and list of students according to grouping	According to timetable

8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Invigilation report form	Exam Unit	1 year
2	Students Grouping List	Exam Unit	1 Year
3	Time table	Exam Unit	1 Year