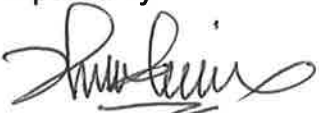


	UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK FACULTY OF PHARMACY OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) / OBJECTIVE STRUCTURED PRACTICAL EXAMINATION (OSPE)	Doc. No:	UniKL/RCMP/ FPHS-01
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Prepared by:  Name: Hasliana Binti Hamdan On behalf of Examination Committee Faculty Pharmacy and Health Sciences UniKL RCMP Date: 04/09/2017	Approved by:  Name: YM Tengku Azlan Shah bin Tengku Mohamad Position: Deputy Dean Academic Faculty Pharmacy and Health Sciences Date: 04/09/2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2016	Review	01	Covering Dean, FPHS
3	01 July 2017	Amendment	02	DDA, FPHS
4	04 Sep 2017	Amendment	03	DDA, FPHS

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1.0 OBJECTIVE

The objective of this procedure is to provide guideline on performing OSCE / OSPE assessment.

2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences, UniKL, RCMP.

3.0 REFERENCES

3.1 Univerity Rules and Regulation Handbook

4.0 DEFINITIONS/ABBREVIATIONS

DDA	: Deputy Dean (Academic)
HoP	: Head of Programme
HoC	: Head of Committee
EC	: Examination Committee
OSPE	: Objective Structured Practical Examination
OSCE	: Objective Structured Clinical Examination

5.0 RESPONSIBILITY

5.1 The DDA is responsible to ensure that this procedure is adhered to at Faculty level.

5.2 HoP/HoC are responsible to ensure that this procedure is adhered to at Programme level.

6.0 PROCEDURE

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



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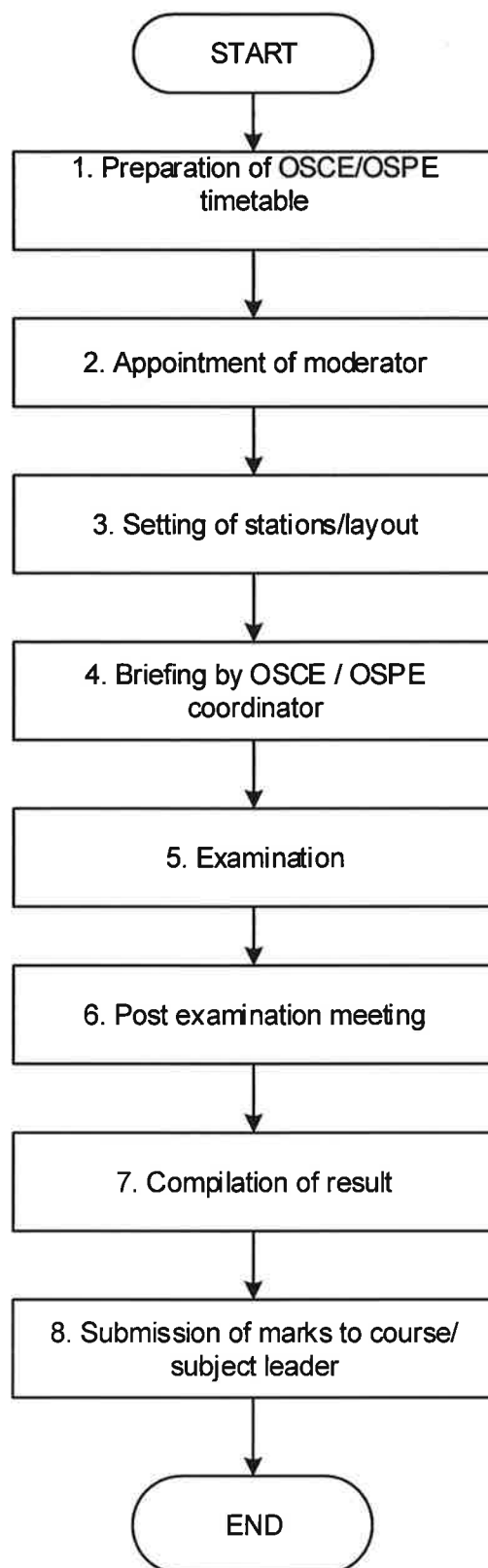
**OBJECTIVE STRUCTURED CLINICAL
EXAMINATION (OSCE) /
OBJECTIVE STRUCTURED PRACTICAL
EXAMINATION (OSPE)**


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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Preparation of OSCE/OSPE time table	Examination Committee	OSCE/OSPE timetable	4 weeks before OSCE / OSPE
2	Appointment of moderator	Examination Committee	Notification (email/memo)	2 weeks before OSCE / OSPE
3	Setting of stations layout	OSCE / OSPE coordinator	OSCE / OSPE layout	1-2 days before OSCE / OSPE
4	Briefing by OSCE / OSPE coordinator	OSCE / OSPE coordinator	-	Before commencement of examination
5	Examination	Moderator & examiners	Schedule	-
6	Post examination meeting	OSCE / OSPE coordinator, moderator & examiners	Moderator report	Within a day after OSCE/OSPE examination
7	Compilation of results	OSCE / OSPE coordinator	Score sheet	Within a week after OSCE/OSPE examination
8	Submission of marks to course/subject leader	OSCE / OSPE coordinator	Overall mark sheet	After OSCE/OSPE examination

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8 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	OSCE/OSPE timetable	Programme/Committee	3 years
2	Notification (email/memo)	Programme/Committee	3 years
3	OSCE / OSPE layout	Programme/Committee	3 years
4	Schedule	Programme/Committee	3 years
5	Score sheet	Programme/Committee	3 years
6	Moderator report	Programme/Committee	3 years
7	Overall mark sheet	Programme/Committee	3 years