

SOP - MBChB Board of Examiners

Prior to the meeting, the following papers should be sent to the Meeting Clerk:

- Agenda and minutes of previous meeting
- Reports from each exam coordinator (see below)
- For written exams:
 - An anonymised spreadsheet* of all student marks (in mark order), including breakdown by exam elements (from the Assessment Administrator)
- For OSCE exams:
 - An anonymised spreadsheet* of all student marks (in mark order)
 - Anonymised graphs for each failing student and top 3 candidates
- For OSPE exams:
 - An anonymised spreadsheet* of all student marks (in mark order) (from the Anatomy Lead/Administrator)
- A spreadsheet of the combined marks of the top performing students as required for discussion of year distinctions (Meeting Clerk)
- Any extra information pertaining to prizes (Meeting Clerk)

These should be collated and sent to relevant staff and the External Examiners by the Meeting Clerk at least 24 hours prior to the examiners' meeting. If necessary these can be split, with clear instructions to the board members about when to expect the remainder.

In addition, the following should be available at the examiners' meeting:

- Papers for each of the failing students
- Performance data for each exam by question (e.g., print out for written exams; OSCE appendices)
- A note of the external examiners' comments on draft papers and changes made.
- A summary of last year's results (for comparison if required)

Extra sets of papers and these additional documents should be available to External Examiners to view prior to the board meeting, if necessary at a pre-board meeting or online.

*The Clerk of the Exam Board meeting should also be provided with non-anonymised copies of the exam spreadsheets. The candidates name, unique username and matriculation number are required for the uploading of results to the student record.

At the examiners' meeting, the following information should be presented:

FOR WRITTEN EXAMINATIONS

Overview of the examinations to be presented, e.g. "The examinations comprised a written examination (ME 0000) and an OSCE examination (ME 0001), which must be passed independently of each other for the students to successfully complete year X and progress to year X+1, or to complete the MBChB degree programme."

Examination Process

1. *Date of examination and duration.*
2. *Composition of questions* (number of SBA etc.)
3. Use of a modified Angoff *standard setting* process.
4. The number of students requiring *disability provision* and confirm that all were met.
5. Names of *external examiners and contribution* (comments and modifications of questions prior to the examination).
6. Process of *checking* of all borderline failed candidates.
7. *Summarise any problems* with the process of the examination, including any equality and diversity issues.

Results

1. The *number of students sitting the examination and absences* both with and without medical certificates.
2. The *pass mark and reliability of the exam*: Cronbach's alpha for SBA paper. The *number of students who have failed* the examination.
3. Supply anonymised tables, showing results in rank order with individuals' percentage and CGS marks along with histograms of raw and CGS marks.
4. The number of students achieving a CGS mark of 18 and above.

If there are extenuating circumstances for any student failing to achieve the pass mark, the recommendation from the Exceptional Circumstances Committee may be discussed at the discretion of the examiners' meeting.

Please see SOP Exceptional Circumstances Committee

FOR OSCE EXAMINATIONS

Examination Process

1. *Date of exam and duration, number of stations.*
2. *The number of sites and runs.*
3. *Standard Setting: borderline regression method and a modified Angoff technique for unmanned stations. (For resits – previously used questions with available pass mark).*

Criteria for passing students must achieve the standard set pass mark **and** pass at least two thirds of the OSCE stations.

4. *Number of students requiring disability provisions and confirm all were met.*
5. *Process of double checking of all stations for all failed candidates.*
6. *Names of external examiners and contribution (comments and modifications of questions prior to the examination and name those in attendance on the day).*
7. *Summarise any problems with the process of the examination, including any equality and diversity issues.*

Results

1. *The number of students sitting the examination and absences with and without medical certificates.*
2. *The pass mark and reliability of the exam – as per OSCE QA SOP*
3. *The number of students who have failed the examination.*
4. Supply anonymised tables, showing results in rank order with individual percentage and CGS mark along with histograms of raw and CGS marks and the number of stations failed.
5. The number of students achieving a CGS mark of 18 and above.

If there are extenuating circumstances for any student failing to achieve the pass mark, the recommendation from the Exceptional Circumstances Committee may be discussed at the discretion of the examiners' meeting.

See SOP Exceptional Circumstances Committee

OTHER MATTERS FOR DISCUSSION:

Discussion of previous year's external examiner report(s) and resultant action taken.

Consideration of students eligible for year distinctions and prizes should also be made at the examination board.