

SOP – Writing OSCE questions

(See also Guidance on Writing OSCE stations)

Peer review/Quality Control

1. New stations should be reviewed by at least 2 independent clinicians (i.e. someone other than the OSCE coordinator or author of the question) for clinical accuracy and also alignment with learning outcomes. Please note that learning outcomes change year by year as the curriculum develops, so it is essential to ensure that the question is aligned with the teaching and learning outcomes that are relevant to the particular cohort of students for which the station is intended.
Previously used stations should be checked for clinical accuracy and alignment by at least one independent clinician before each use.

Suitable reviewers may include (but is not limited to):

- consultant or senior trainee in the speciality
 - Clinical tutor (especially the system lead)
 - Clinical teaching fellow
 - GP involved with teaching.
2. Communication questions should be sent to the Lead of Communication at an early development stage for advice and also for final review.
 3. Stations involving Patient Partners should be sent to the PPP team at an early development stage for advice and also for final review.
 4. Questions should be proof read by Year Lead before being sent to Medi-Cal. New questions should also be proof read by Assessment Lead.
 5. Stations should be proof-read for typos and grammatical errors before the final approved versions are sent to examiners and patients.
 6. New stations should be run through to check timing and clarity of scenario, instructions and mark sheet.
 7. Once final version have been sent out to examiners and patients, last minute changes to stations should be made by using the Lead examiner system on the day rather than changing iPad version when possible.

Layout/Font

Questions should be written in Verdana font, size 16 or 18

Final versions of stations should be in standard layout (Assessment secretary does this).

Inclusions

All questions involving PPs should have the examination or communication descriptors for the allocation of the PP mark.

An equipment list should be included if equipment is required.

All questions involving PPs should have the following Patient details box included:

Patient name	
Date of birth	
ID Band	
Clothing	
Part of body to be examined	
Position	
Specific information to learn	

Additional Questions

If the examiner is to ask the candidate a question, the EXACT WORDING of the question must be detailed in the Examiner Instructions and also the TIME at which the question should be asked. The EXACT WORDING of the questions should also be in the marking scheme on the iPad.