

## Guidance on Organising and Running MBChB OSCE Exams at the University of Aberdeen

### Intended for reference:

Position	Currently held by:
Assessment Lead	Isobel Cameron
Institute Administrator for Assessment	Lauren Skelton
Year Leads	1: Alison Jack, 2: Asha Venkatesh, 3: Jerry Morse, 4: Paddy Ashcroft, 5: Wendy Watson
OSCE Co-ordinators	1: Alyaa Mostafa, 2: Kara Halcrow (acting), 3: Ambreen Shakil, 4: Dhruvi Bhatt, 5: Craig Brown, Mary-Joan Macleod
Lead site coordinator	Jerry Morse
Clinical Skills technicians	Pamela Williamson, Elaine Lyall, Victoria Evans
Patient Partner Programme	Marie Douglas
Learning technologies	Jonathan Goode
Research IT/Data Management	Katie Wilde
Suttie Centre Manager	Arlene Ray
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### Confirmation of OSCE Dates and Venues

- In **July/August** the confirmed OSCE dates for the following academic year will be circulated by the Institute Administrator who will oversee room bookings. Accommodation required for OSCE sites, examiners briefing, student briefing, examiner and PP coffee and lunch.
- If there is a significant change in the number of students in a year group, the OSCE coordinator must liaise with the Lead Site coordinator to confirm number of days, stations and sites required so that the appropriate number of rooms can be booked well in advance.

SC floor 1 booked by CS technicians

SC floor 2/ lecture theatre booked by LS (in liaison with AR and Old Aberdeen). It should be noted that if NHS space is required this cannot be guaranteed and is by negotiation which will be undertaken by AR.

SC 402 and break-out area booked by AR when possible and required (in liaison with LS)

## Students OSCE Revision Day

- Date to be confirmed in **September** each year, once OSCE dates confirmed. Usually occurs 1 - 2 weeks before the OSCE in the clinical skills area of the Suttie Centre. In years 1 to 3 the revision day is organised by the Year Deputy Lead for Clinical assessments. In years 4 and 5 it is usually organised by the Clinical Teaching Fellows in liaison with the Clinical Skills Manager.
- Revision Day Organiser to contact Clinical Skills Technicians to book rooms well in advance and inform the relevant Year Secretary in MBChB Office of the date, as they will send a global class e-mail to inform students of the details as directed by the organiser.
- Flexibility of date may be required to allow appropriate space.

## Setting the OSCE Examination

- Question selection for an examination should be based on the individual year's **exam blueprint** which describes how many questions of each type and speciality should be in the exam. This should be completed as early as possible, preferably 9-12 months before the OSCE to allow time for new questions to be developed. The OSCE Coordinator should select appropriate questions from the question bank, aiming to fit the blueprint. The longitudinal blueprint should be used to ensure that questions are generally not repeated. The proposed exam blueprint should be sent to the External Examiners, Assessment Lead and the Year Lead as early as possible so that any changes can be made before questions are written/amended/revised.
- As soon as the blueprint has been decided, send an indication of PP requirements to the PP team
- OSCE coordinators should review and amend previously used questions according to examiner feedback. Guidance should be sought from Clinical leads (NHS and University) and other colleagues if required. Revision may involve Candidate Instructions, Examiner Instructions, Patient Instructions, mark sheets and equipment/resources required.
- **New OSCE questions** can be authored by any qualified member of staff. These should be reviewed by a subject expert, for example, the system clinical lead, appropriate clinician, FoCM lead, and by the relevant OSCE Co-ordinator as a minimum. Please see new guidance document on this. Further guidance document about OSCE question writing and development is available on Assessment Central. OSCE coordinators should aim to develop new questions each year, preferably 10-40% of the exam.

New OSCE questions should be trialled, when possible, in the clinical skill centre. This is usually organised by the OSCE coordinator with help from CTFs, FY2, other staff members and in some circumstances, senior medical students.

**ALL new OSCE questions should be forwarded to the external examiners for their comments and suggestions.**

- **Blueprint the exam questions**

Please refer to Standard Operating Procedure (SOP) on blue printing. Questions in the question bank must be mapped to the curriculum and outcomes. The topic being examined must have been specifically listed in the learning guides and learning outcomes. OSCE Co-ordinator to ensure the OSCE questions are blueprinted to the learning outcomes of **Outcomes for Graduates.2018**

- **Standard set any no-examiner (previously unmanned) stations:** Please refer to SOP on standard setting. Standard setting for no-examiner stations should be discussed with Assessment team.

## **Internal Examiner Recruitment and Allocation**

- The Institute Administrator sends the email (in the name of the Director of Institute) to potential examiners asking for their availability on OSCE dates each year.
- Examiners who volunteer are confirmed as soon as possible and then this is followed up by a calendar invite. The database is updated with examiner training details and the Institute Administrator identifies examiner training needs (process under review)
- Institute Administrator to create a spreadsheet for the OSCE showing examiner availability and should update the relevant OSCE Co-ordinator with these details regularly.
- OSCE coordinator allocates examiners to stations, stand- by examiners for AM and PM and Lead examiners for each station.
- 2-3 weeks prior to OSCE date the Institute Administrator to send a final letter (approved by Year OSCE Co-ordinator) to examiners confirming the date, time and venue for OSCE, parking arrangements, time and venue for lunch and details of OSCE Examiners' Briefing. Examiners are also sent details of their station(s) at this time. Examiner Guidelines and Global Scoring Descriptors to be included. Also important to contact those examiners who are NOT required (if any). If insufficient examiners have been recruited, sending out station details may be delayed.

## External Examiner (EE) organisation

- Institute Administrator to confirm their availability, accommodation, and travel requirements at beginning of academic year (usually October)
- Institute Administrator should confirm EE attendance to OSCE (in person or virtual) and make appropriate arrangements
- Institute Administrator to organise the Examiner's Dinner (funding for external examiner(s) and 3 staff members – usually OSCE coordinator, Year Lead and member of senior management team.)

## Organising the OSCE

The Institute Administrator sends an updated, individualised timeline to all OSCE coordinators each year as a reminder.

### 3-4 months before the exam

#### Patients

The Patient Partner Programme needs to know approx number of Patient Partners (PPs) that will be required and for what type of station e.g 6 comm stations, 4 examination station. If there is a requirement for patients under the age of 60, this must be highlighted to the PP team. Requests for PPs should be done using an OSCE PP Request form – please contact the PP team for this. For OSCEs in term 1 – PPP to be informed by end Aug

For OSCEs in term 2 - PPP to be informed by end Dec

For OSCEs in term 3 – PPP to be informed by mid Feb.

#### External Examiners

The OSCE blueprint and questions should be forwarded to the external examiner by the Year OSCE leads for review and feedback. Feedback should be received by Year OSCE leads and appropriate action taken and recorded. This should be fed back to the External Examiners

#### Site Plan and Run Times

The OSCE coordinators should confirm site plan and run Times with Lead Site coordinator. Generally, the site plan only needs to be updated from the previous year, in which case this should be done by the OSCE coordinator. If a new site plan is required, this is the responsibility of the Lead Site Coordinator and should be done as soon as the number of

students in the year is known (see above) – at least 9-12 months before the OSCE to allow for room bookings.

## 10 weeks before the exam

### Patients

Confirmation of the number of PPs required. If any training is required, this should be scheduled.

The PPP needs to know:

- the name of the stations,
- the age and gender of patient required, • any special requests (e.g moulage requirements),
- the type of station (comms or examination).
- whether specific patient training will be required.

It is helpful to categorise the stations further into;

1 = Virtually no scenario to learn (usually examination station – clarify which part of body to be examined)

2 = Few questions/concerns to learn (mainly information giving stations)

3 = Full scenario (information gathering stations)

+ = simulated physical signs to learn e.g. visual field defect

### Use of Actors

If actors are required, they need to be booked by the Institute Administrator at this stage with agreement from Christine Kay.

We try not to use actors unless absolutely necessary.

### List of stations and Equipment

OSCE coordinator should provide a list of stations and station requirements to the Clinical Skills technicians and the Lead Site coordinator so that equipment can be ordered and checked. The list of all station requirements should be on one form (OSCE Station Requirements form) to facilitate set up.

## 8 weeks before the exam

### Questions

OSCE coordinator to send proposed final versions of questions to Learning Technology, the external examiners (copy Institute Administrator), the Year Lead and the Assessment lead. For Yrs 4 and 5, questions should also be sent to Year Leads in Inverness.

For those using the new iPad app (currently Yrs 1-3), OSCE coordinators upload the questions to Assessment Central and finalise the formatting of the alerts etc. instead of sending the questions to Learning Technology

### **Special Provisions**

List of Candidates with Special Provisions to sent to OSCE coordinator by Institute Administrator/Disability Office

### **5 weeks before the exam**

#### **Questions**

OSCE coordinator to make any final changes to questions following external Examiners comments. For the new app, this is done directly by the OSCE coordinator. For the original app, the OC should liaise with Learning Technology to make changes (best done in person rather than email if possible).

Once questions and mark sheets are on iPad, OSCE Coordinator to proof read for typos etc (or arrange for another member of staff to do this) Questions have final updates made on iPad.

For the new App, the OC should send the final downloaded version to another staff member (Assessment Lead/Secretary/Ulrike etc) to be checked for typos.

#### **Examiners and Site Coordinators**

OSCE coordinator to allocate examiners to stations and site coordinators to sites.

### **4 weeks before the exam**

#### **Questions**

Learning Technology to supply iPad and data print out to OSCE coordinator for checking and final versions approved. NO further changes to iPad permitted except under extreme circumstances.

For the new App – any typo changes or updates must be made by the OC directly on Assessment Central. Once all the changes have been finalised, OC to inform Learning Technology so that the final version can be uploaded to the exam iPads.

Additional items required for the stations to be organised by the OSCE coordinator ( e.g. drug kardex, ECGs, NEWS charts etc)

Questions are sent out to PPs

### **2-3 weeks before the exam**

- questions sent out to examiners



- PPs and Actors brought in for training sessions if required. Training done by OSCE Coordinator
- Institute Administrator to organise Site coordinators meeting.
- New examiners expected to carry out online training and certification.

## Day before the exam

### OSCE Set-Up

- Clinical Skills technicians set up all the stations on each site according to the site plan and the list of station requirements supplied by OSCE Coordinator.
- Site-coordinators to check lay-out of each station and distribute paperwork.
- OSCE coordinator to do final check of all sites and ensures rooms are locked.
- It should be noted this may require to be carried out of hours depending on availability of space.
- OCs should be available from 9am on set-up day for advice.

### OSCE Examiner Briefing

Usually prepared on PowerPoint by the OSCE Co-ordinator and delivered approximately 30 minutes prior to the start of the OSCE, both in the morning and afternoon if OSCE is all day. Examiner need to attend only once per day.

- Additional notes for Lead examiners to be prepared by OSCE coordinator if required (may include some late minor changes to questions etc)

### OSCE Student Briefing

Usually delivered by Year secretary or Year Lead following standard format.

Year Secretary (or other admin staff) responsible for student check in and labelling.

### Student Movement

Students supervised from briefing to exam site by site coordinators. Bags placed in cage to be available at the end of exam.

## Exam Day

OC to be available throughout the day to deal with unforeseen problems.



OC to do final check of all rooms after the Site Coordinators have removed all paperwork.

## Week following the exam

### OSCE Results & Exam Board

- OSCE Co-ordinator and/or Year Co-ordinator to check OSCE results and discuss with psychometrician if required. All borderline and failed candidates need to be reviewed and double marked. Written comments by examiners to be looked at and collated for potential use at exam board and for exam feedback for those who have failed.
- Extenuating circumstances meeting if required to discuss any student before exam board.
- OSCE Co-ordinator to prepare an OSCE Report for Exam Board Meeting in the format stated in the **OSCE Exam Board SOP**.
- **Common Grading Scale marks to be calculated as per SOP**

## Post Exam Board

### Students (this whole section is currently under review)

Whole class feedback: For each examination, the exam coordinator should produce a short report on the general areas where the cohort of students overall performed well and where they performed poorly. This should be emailed to all students who sat that exam. However, the integrity of the exam question bank must be maintained.

Individual Student feedback: **Only students who fail an exam should be given additional feedback.** OSCE Co-ordinator /Year Co-ordinator will interview (either face to face or by telephone) all candidates who have failed the OSCE and identify individual learning needs and refer as appropriate for additional support. **Please see SOP for Student Feedback.**

Individual Student feedback documents for main summative exam: the templates for displaying online (on MyMBChB) OSCE feedback to all students should have been agreed in advance with the Learning Technology Unit by the OSCE Co-ordinator /Year Co-ordinator.

Individual feedback documents should be produced by Learning Technology and put online for students within 4 weeks of the exam board.

Students also to receive written comments from examiners (sent by Learning Technology but OSCE coordinator to check before sending to ensure appropriateness).

OCs to send out general feedback for the exam with 6 weeks of the exam board.



For Resit exams with 12 students or less, OCs to send out exam feedback directly to students (number and which stations failed, examiner comments)

### OSCE Examiners

- Institute Administrator to send a “Thank You” to all examiners who attended the OSCE and to provide them with a certificate within 3 weeks of OSCE date.
- Research IT to provide examiner feedback, via the Institute Administrator within 6 weeks of OSCE date. This consists of bar charts of “Number of candidates failed per station” for the different OSCE sites and box plots showing the range of marks given by examiners per station per run.

### Useful Contacts

- **Institute Administrator** – Lauren Skelton Tel 01224 437929 MBChB Assessment Office (0:050), Polwarth Building, e-mail: laurenskelton@abdn.ac.uk
- **Lead Site Co-ordinator/Clinical Skills Manager**  
Dr Jerry Morse: Tel 01224 437733, Room 131, Suttie Centre
- **Deputy Lead Site Coordinator**  
Ashley Meldrum – Ashley.meldrum@abdn.ac.uk Suttie Centre Tel 01224 437712
- **Clinical Skills Technician** -: Tel: 01224 437713, e-mail: e.lyall@abdn.ac.uk e-mail: p.a.williamson@abdn.ac.uk
- **Victoria**.evans@abdn.ac.uk
- **Patient Partner Programme Manager:** Mrs Marie Douglas Tel 01224 437806, e-mail: marie.douglas@abdn.ac.uk
- **Lead Assessment Co-ordinator:**  
Tel: 01224 557966, e-mail: i.m.cameron@abdn.ac.uk
- **Deputy Assessment Co-ordinators:**
- : Tel: 01224 437814, e-mail: ching-wa.chung@abdn.ac.uk
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