



METHODOLOGY ON THE EXAMINATION AND GRADING OF STUDENTS WITHIN THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

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I. GENERAL PROVISIONS

Art. 1. This **Methodology on examination and grading** is proposed so that all students acquire the same knowledge with regard to the same subject, and to ensure the transparency and objectivity of evaluation within the “Victor Babeș” University of Medicine and Pharmacy of Timișoara (hereinafter UMFVBT).

Art. 2. The Methodology on examination and grading must be known by the entire academic community (teaching staff and students).

Art. 3.

(1) Sitting for an examination (theoretical and practical tests) in the ordinary session (first time) is conditioned by the students’ participation in at least 50% of the courses, and at least 80% of the internships/practical courses, respectively.

(2) Students who accumulate absences at courses of more than 50% will be allowed to sit for the theoretical test in the retake and re-examination session, respectively (if he/she did not sit for/pass the examination in the retake session).

(3) Absences accumulated by students at internships/practical courses in an amount higher than allowed (20%) may be recovered, against a fee, within the limit of 30% of the total number of hours, in the periods established by each discipline, depending on specificity, preferably outside the examination sessions.

Art. 4. There will be a unique bibliography for all study subjects/disciplines, regardless of the number of series and course coordinators for that study formation, which will be published or posted on the University’s Moodle platform. The course topics must be in accordance with the current needs and rigors of medical and pharmaceutical education.

Art. 5. The content of the course/practical course/internship textbook must be known and accepted by all teaching staff for said discipline, and the person responsible for this is the head of discipline.

Art. 6. Examination topics will be established according to the course/practical course/internship topics, and will be unique for the same discipline/subject, regardless of the number of series for that study formation, the persons responsible for this being the head of discipline and the department director.

Art. 7. The head of discipline is responsible for displaying on the notice board the marking criteria for the theoretical examination (multiple-choice test, written material, or mixed) and for the practical examination (which may also include the evaluation of the activity during the semester according to the specifics of the discipline) according to the **Regulation on the organisation and conduct of the professional activity of bachelor’s degree students at UMFVBT**.

Art. 8. The examination in a discipline provided with practical activities/clinical internships consists of 2 mandatory components: the theoretical test, and the practical test. The student may sit for both tests, regardless of whether he/she passed one of them or not.

Art. 9. The responsibility to ensure the uniformity of the examination rests with the head of discipline (if there are several coordinators for the same course in the discipline).



Art. 10. Sitting for the practical and theoretical examination is not interrelated. Depending on the specifics of the discipline, achieving the practical/clinical or pre-clinical scales related to the activity during the semester is recognised even if the theoretical and/or practical examination is not passed. Passing any test involves recognition of the grade until the final grade of the examination is obtained. If the student requests a re-examination for the reconsideration of the grade, the examination will be done in full, for both tests (theoretical test + practical test).

Art. 11.

(1) Students' knowledge is evaluated with grades from 1 to 10, the minimum passing grade being 5 (five).

(2) The evaluation consists in the examination of theoretical and, as the case may be, practical knowledge. The student must obtain a minimum grade of 5 in both the theoretical and the practical test in order to pass the examination.

(3) The grading weight is as follows: the grade for the theoretical examination – 50%, and the grade for the practical examination – 50%. The grade obtained in the examination is calculated with the formula: (examination grade) = 0.5 x (theoretical examination grade) + 0.5 x (practical examination grade), and its value will be rounded up to the nearest whole number. The grade for the practical examination will include, as the case may be, the grade related to the activity during the semester, which may represent up to 20% of the grade of the practical examination.

(4) The final grade is obtained by rounding the final grade (obtained in fractional form) in favour of the student. If the final grade in fractional form is .5, the grade is adjusted to the higher whole number.

Art. 12. The record of the results at the practical and theoretical examination is kept in the department, by the course coordinator, for the entire duration of the study program, according to the *Procedure for the preparation of student gradebooks within the UMFVBT*.

II. THEORETICAL EXAMINATION

Art. 13. The theoretical examination committee is made up of at least three teaching staff (from the same discipline or the same department), including the course coordinator from that series.

Art. 14. Each discipline proposes one or more examination committees that will be communicated to the Dean, in writing, two weeks before the session begins. The Dean may propose/change the examination committees, including by removing the course coordinator from the committee, with the approval of the Vice-Rector for didactic activities, in the following cases:

1. Failure to send the composition of the committees by the requested deadline;
2. Justified unavailability (for medical, professional, or legal reasons) of some teaching staff;
3. If it is found that, at the end of the retake session, the passing rate in some disciplines is disproportionate to that of the other disciplines in that year;
4. In case of well-founded complaints from students/teaching staff.

Art. 15. The theoretical examination will be organised by study formations/series, with the participation of the entire examination committee, except for disciplines where the theoretical examination is oral, where the organisation is done by groups.



Art. 16. The duration of the theoretical examinations conducted in the form of a multiple-choice test is 1 hour. The duration of the theoretical examinations conducted in oral, written, or mixed form may not exceed 2 hours.

Art. 17.

(1) The theoretical examinations will take place in the form of **an oral, written (multiple-choice test/written subjects), or mixed test, at the proposal of the head of discipline.** In the case of mixed tests, passing both test components is mandatory and eliminatory.

(2) The subjects of the written test and multiple-choice questions will be drawn up from the course's unique bibliography.

(3) The list of examination subjects, for the situation in which it takes place in the form of an oral test or a written test, is displayed at the department's headquarters/on the department's web page, at the latest before the start of the session.

(4) Grading for oral tests or written tests is based on a pre-established scale, which is displayed at the department's headquarters/web page, after the end of the test.

Art. 18.

(1) In the case of theoretical examinations in the form of a **written test**, the choice of topics is made by drawing lots on the day of the examination.

(2) In the written test, the uniformity of the evaluation is ensured by the following:

a) Each student solves the same number of subjects.

b) The working time is equal for all students of a study program.

c) Subject tickets are the same for all students of a study program. Subjects are not removed, added, or changed from one series to another.

d) The correction of each subject is carried out according to a predetermined scale. The scale contains the information necessary to obtain the maximum score.

Art. 19. In the case of theoretical examinations in the form of a **multiple-choice test**, for disciplines:

(1) On the day of the exam, students will draw a set of questions that have been randomly determined by the examination committee, or have been automatically generated by a dedicated software program.

(2) Students will fill in an answer form, format A4, presented in Annex 1.

(3) When filling in the answer form, the ellipses corresponding to the correct answers will be completely filled in, without exceeding the borders, and the ellipses corresponding to the wrong answers will be left blank.

Art. 20. In the case of theoretical examinations in the form of a multiple-choice test, the head of discipline together with the course coordinators will ensure a database of questions from all the topics of the discipline/subject, which will be available in electronic format, and will include at least 250 questions (at least 5 sets of 50 questions each), which will be updated periodically, including in the case of disciplines/subjects that end with an oral examination. Exceptions are the disciplines: Modern Languages, Physical Education, and Drafting of the bachelor's degree thesis.

Art. 21.

(1) The multiple-choice tests for the theoretical examinations will be developed observing the following proportions:



- a) up to a maximum of 30% of the total questions will be of the simple complement type, marked with an asterisk, with only one possible correct answer out of 5;
 - b) the other questions will be of the multiple complement type, with 2, 3, or 4 correct answers.
- (2) Simple complement questions will be marked with an asterisk.

Art. 22. (1) Some questions may be repeated in the multiple-choice test variants, but without exceeding 10% of the set of 50 questions.

(2) The questions used in the retake session will be **100%** different from those used in the ordinary session.

(3) The questions used in the grade re-examination/reconsideration session will be **at least 50%** different from those used in the ordinary session and the retake session.

Art. 22.

(1) The correction will be carried out in the committee; the written topics and the multiple-choice tests will be signed by all the members of the committee.

(2) The correction of the multiple-choice tests (filled in answer forms) will be done mandatorily by scanning in the department with the help of a dedicated software made available by the University.

Art. 23.

The correction of multiple-choice tests in theoretical and practical examinations (where applicable) will be done in accordance with the grading/scoring system used in the *residency examination*, as follows:

- a) for questions with simple complement, each question with a correct answer is scored with 4 points; if more or less than one correct answer is marked for these questions, the score is 0;
- b) for questions with multiple complements, each question with correct answers is scored with 5 points;
- c) if not all the correct answers are marked, the score is equal to the number of matches between the correct multiple-choice and the given answers;
- d) if less than two or more than 4 answers are marked for a multiple-choice question, the score is 0;
- e) passing the theoretical examination is conditional on achieving at least 60% of the maximum score;
- f) grade 5 is awarded for 60% of the maximum score, grade 10 for at least 95% of the maximum score, and if the percentage achieved is between 60% and 95%, the grade is determined by linear interpolation (using the Excel file available to teachers on the UMFVBT web page).

II. PRACTICAL EXAMINATION

Art. 24. The practical examination is mandatory, and will take place in accordance with the specifics of the discipline; in the case of subjects where the practical examination requires the use of a specific computer program/software, the examination will be conducted in person, and the correction/grading system will be that of the respective software.

Art. 25. The practical examination is attended by the assistant/teaching staff involved in the practical activity in the group, and another assistant/teaching staff from that series.



Art. 26. The practical examination is held during the last internship (of the module)/last week of the semester, strictly within the timetable shown for the practical activity (internship, practical activity, laboratory, seminar), or in the ordinary session.

Art. 27. A maximum of 2 practical examinations may be taken in one day.

Art. 28. The practical examination may not be challenged.

Art. 29. Students who did not pass the practical examination in the ordinary session may take it again in the retake session, and, in the case of not passing/failure to appear, in the re-examination session.

Art. 30. Sitting for the practical and theoretical examination is not interrelated. The practical examination passed by a student is recognised for future sessions, except for students who request re-examination in order to reconsider the grade.

Art. 31. In all clinical disciplines, the practical examination must also include an oral component.

(1) At the **practical** test in the form of an **oral presentation**, interview, or other forms of oral evaluation, the uniformity of the evaluation is ensured by the following:

- a) The same evaluation criteria apply to all students of a study program.
- b) The evaluation criteria refer to the knowledge acquired, the way of communication, or other parameters corresponding to the specifics of the discipline.
- c) The performance for each criterion corresponds to the score given to the student.
- d) The evaluation criteria are made public at the beginning of the academic year.
- e) In the oral examinations, the student is given 20 minutes of thinking time, and a maximum of 20 minutes to answer.
- f) The list of subjects is approved by the head of discipline at the beginning of the academic year, and is displayed in the department/on the department's web page;
- g) Grading of the oral tests is based on a predetermined scale, which is displayed in the department headquarters/web page after the end of the test.

(2) In the **practical laboratory** test, the uniformity of the evaluation is ensured by the following:

- a) Each student draws the ticket containing the work(s) to be carried out, or the test reports to be interpreted.
- b) The topic is unique for the study year of a study program. The list of subjects is approved by the head of discipline at the beginning of the academic year, and is displayed in the department/on the department's web page.
- c) Grading of the laboratory tests is based on a predetermined scale, which is displayed in the department headquarters/web page, after the end of the test.

(3) At the **practical** test in the **clinic**, the uniformity of the evaluation is ensured by the following:

- a) The list of clinical cases used for the students' examination is prepared every examination day by the course coordinator, or a person designated by him/her.
- b) Each student draws his/her clinical case based on which he/she will take the oral examination.
- c) Grading of practical clinical tests is based on a scale established by the head/heads of discipline. The grading scales are the same for all students of a study program, which are displayed in the department headquarters/web page, after the end of the test.



IV. FINAL PROVISIONS

Art. 32. The Contracting and Printing Office within the Victor Babeș Publishing House ensures the multiplication of tests and multiple-choice test for subjects that do not have this possibility, observing the unique template at University level for multiple-choice test answer forms.

Art. 33. The Department of Evaluation and Assurance of Educational Quality (DEACE) at the University level, and the Committees of Evaluation and Assurance of Educational Quality (CEACE) at the faculty level will verify the compliance with this methodology by means of a survey.

Art. 34. The department director, the head of discipline, deans, vice-deans, and student representatives may participate in the inspections carried out by DEACE/CEACE.

Art. 35. The head of discipline and the department director are directly responsible for the application of this methodology.

Art. 36. This methodology becomes an integral part of the *Regulation on the organisation and conduct of the professional activity of bachelor's degree students within UMFVBT*.

Art. 37. Failure to comply with this methodology will be sanctioned in accordance with the Law on National Education, the Code of Ethics and Professional Conduct, through the decisions of the University Ethics Committee.

Art. 38. In exceptional situations (state of emergency/siege, epidemics/pandemics, natural calamities, or other justified situations), the Board of Directors may decide on the manner of carrying out examinations within the UMFVBT, based on university autonomy, according to its own procedure.

Art. 39. The Senate of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara approved this Methodology in the meeting dated 29.06.2022, the date on which it enters into force.

Rector,

Prof. Octavian Marius Crețu, MD, PhD.

The handwritten signature is applied on the original version of the document that is kept in the archives of the University Senate. This document has the same legal force as the original document.