

Principles of conducting exams/test credits at the Medical University of Silesia in Katowice

I. General Provisions

1. The following rules apply to all exams/credits carried out by organizational units of individual Faculties of the University, in case of which test is a form of their implementation.
2. The exam/credit is a test of theoretical knowledge in the field of the subject covered by the curriculum.
3. The exam/credit may be in written-paper or written-electronic form (using computers and tablets).
4. If it is not possible to conduct an exam/credit in a full-time mode; it is allowed to conduct it remotely using distance learning methods and techniques.
5. The form of conducting an exam/credit is made known to students during the first classes in a given subject in a given academic year.
6. Students should be informed about the change in the mode of conducting an exam/credit at least 7 days in advance.
7. Students should be familiar with the detailed curriculum that constitutes the basis for the exam/credit requirements, the list of applicable textbooks and the conditions of the exam/credit (number of questions, duration, required minimum credit threshold).
8. The exam/credit in the stationary mode takes place on the date and place indicated by the Head of the Organizational Unit conducting the exam/credit or the Coordinator if the subject is carried out in several organizational units.
9. The rules for organizing exams/credits in electronic form are posted on the University's website.
10. The exam/credit in the test form is carried out by the Examination Committee/Examiner designated by the organizational unit (Department, Clinic, Unit).

11. The Examination Board/Examiner prepares a report on the course of each exam/credit, the templates of which are Annexes 1a, 2a and 2b to these Principles.
12. The regulations of exams/test credits in written-paper form constitute Annex 1 to these Principles.
13. The regulations of exams/test credits in written-electronic form constitute Annex 2 to these Principles.
14. The Dean is competent to resolve doubts regarding the conduct of the exam/credit.

II. General rules for organizing and conducting the exam/test credit

1. The form of the test is a selection test. The rules for the construction of the exam test are available on the website of the Centre for Remote Learning and Analysis of Educational Effects.
2. The exam/credit consists of a set of not less than 50 and not more than 150 tasks, developed in the form of questions and answers.
3. The response time to one question should not be less than 1 minute.
4. The question in the selection test should not contain subsections requiring separate answers.
5. It is recommended that the number of distractors is uniform for all questions within a single test. Five distractors should not be exceeded. Only one answer must be unequivocally correct.
6. The test does not count negative points in the event of incorrect answers.
7. In the case of conducting exams/credits remotely, the Examination Board/Examiner has the opportunity to:
 - a) block the return option to previous questions,
 - b) generate random tests from the entered pool of questions, about which Students should be informed.

III. Criteria for passing the exam/test credit

1. The grade for the exam/credit is issued by the Head of the Organizational Unit or the Coordinator of the subject implemented in several units.
2. Credit is obtained after achieving 70% of correct answers in a given test.
3. The following recommended minimum exam/credit thresholds are set for exams/credits carried out in written-paper or written-electronic form concerning the scale of grades in force at the University:
 - a) Rating *satisfactory* (3) - not less than 70% of correct answers,
 - b) Rating *quite good* (3+) - not less than 75% of correct answers,

- c) Rating *good (4)* - not less than 80% of correct answers,
 - d) Rating *above good (4+)* - not less than 85% of correct answers,
 - e) Rating *very good (5)* - not less than 90% of correct answers.
4. When determining the exam threshold, the Head of the Organizational Unit/Course Coordinator may use the statistical analysis carried out each time by the Centre for Remote Learning and Analysis of Educational Effects.
 5. The Head of the Organisational Unit may lower the threshold referred to in paragraph 2 to the range of 60 – 69%, depending on the difficulty factor of the test (T). For the test whose T is in the range of 0.50 – 0.74, the credit threshold may be reduced to the above-mentioned range.
 6. In particularly justified cases related to low pass rate in the test, the Head of the Organizational Unit, after consultation with the Dean/Vice-Dean, may decide to lower the credit threshold below the scope indicated in paragraph 5, wherein the minimum pass threshold cannot be lower than 55%.
 7. In the case referred to in paragraph 5 and paragraph 6, exam/credit thresholds referred to in paragraph 3 decrease accordingly.
 8. The thresholds referred to in paragraphs 2 and 3 cannot be raised.
 9. If more than 60% of the test takers receive a negative grade from the exam/credit or the test reliability index is less than 0.4, the exam/credit should be subject to analysis by the Dean's College to identify the causes and threats and take corrective actions for the future.