

<b>Policy Name:</b>	<b>Examination Practice Standards Policy</b>
<b>Application/ Scope:</b>	Academic Staff of, and Students registered in, the Master of Physician Assistant Studies Program
<b>Approved (Date):</b>	[to be completed]
<b>Revised (Date):</b>	
<b>Review Date:</b>	[5 or 10] years from last approved/revised date
<b>Approved By:</b>	MPAS Curriculum Committee: [xx date] College Council/College Executive Council, Max Rady College of Medicine: [xx date] Faculty of Graduate Studies Council: [xx date] Senate: [xx date]

## 1. PURPOSE

To provide academic staff of the Master of Physician Assistant Studies Program and Physician Assistant students with guidance respecting examination practice standards, to provide an effective learning environment and to ensure fair and consistent treatment of Physician Assistant students.

## 2. DEFINITIONS

- 2.1 Construct Validity: the appropriateness of inferences made on the basis of observations or measurements (often test scores), specifically whether a test measures the intended construct.
- 2.2 Examination (or referred to as exam): a formal test of a Physician Assistant student's knowledge or proficiency in a subject or skill. Synonyms include test, exam, quiz, assessment, oral, midterm, final, paper, term paper.
- 2.3 MPAS: Master of Physician Assistant Studies.
- 2.4 Physician Assistant Students: Students enrolled in the MPAS program at the University of Manitoba.
- 2.5 Test Reliability Statistics: Measures the extent to which test scores are consistent over chance factors
- 2.6 Item Discrimination: The determination of the question's effectiveness and difficulty

### 3. POLICY STATEMENTS

#### General

- 3.1 Prior to the first week of classes, academic staff of the MPAS program are responsible to provide, in writing, a course outline or syllabus in each course section, to every Physician Assistant student who is a member of the class. It shall provide:
- a) Name of instructor, contact information, and office hours;
  - b) A list of the textbooks, materials and readings that the Physician Assistant student is required to obtain including the appropriate referencing style guide(s) acceptable to the instructor and/or discipline in courses where it is relevant;
  - c) An outline of topics to be covered and course learning objectives;
  - d) A description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade;
  - e) A tentative schedule of lecture topics, term assignments and tests;
  - f) A statement of the practice to be followed regarding late submission of assignments;
  - g) Determination of final letter grade scheme (table).
- 3.2 Physician Assistant students shall be evaluated in a fair and reasonable manner, and by means of appropriate academic criteria.
- 3.3 Physician Assistant students will receive results for all examinations within a reasonable amount of time following completion of an examination.
- 3.4 Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Registrar's Office. Where such grades are reviewed by course or program committees, instructors should be available for the duration of the committees' work.
- 3.5 An instructor who learns of an error, which if corrected would raise an assigned grade, shall correct it without requiring the Physician Assistant student to appeal the grade.

#### Examination Development

- 3.6 Multiple choice examinations are developed from material submitted by instructors to MPAS academic staff. When insufficient material is submitted, MPAS academic staff will review lecture notes and course objects to develop questions.
- 3.7 When possible, each question is submitted to the Course Coordinator and Block Instructor for review, prior to administration of the examination.
- 3.8 Approval of questions is the responsibility of the Course Coordinator and Academic Lead. In the absence of the Course Coordinator and Academic Lead, the Medical Director, MPAS, is the assigned designate. In the absence of the Course Coordinator, Academic Lead and the Medical Director, MPAS, the assigned designate is the Program Director, MPAS.
- 3.9 Review of the questions is performed by at least two academic staff related to the subject matter, level of difficulty, formatting, and grammatical concerns.

- 3.10 The performance predictability of the question's reliability should be that 0.70 or more of Physician Assistant Students at the current level of education should be expected to obtain the correct answer.
- 3.11 Passing marks for exams remains at C+ (65 %+) per MPAS Supplemental Regulations.
- 3.12 Final formatting is done by administrative staff, MPAS, or the exam program specialist.
- 3.13 Final exam approval is the responsibility of the Medical Director, MPAS, or in their absence, the Program Director, MPAS.
- 3.14 Written examinations are administered electronically, wherever possible.

#### Post Examination

- 3.15 Comments completed by the examined Physician Assistant students are reviewed by Course Coordinators, the Academic (Course) Coordinator and the Program Director, MPAS.
- 3.16 Questions with item discrimination index of 0.30 or less (less than 30% of class answered correctly) are automatically reviewed by Program Director, Academic Lead, and the Course Coordinator. Final determination of exclusion and removal will be by the Medical Director and Course Coordinator. If removed the test/examination will be rescored.
- 3.17 If the exam question, on review, is not supported by course material or is poorly constructed, it will be removed from the examination.
- 3.18 After full review of the examination, the marks will then be reassessed and posted with permission of the Program Director, MPAS.
- 3.19 Usually, only the letter grades will be released to Physician Assistant students; however, a percentage mark can be provided, at the request of the course instructor.
- 3.20 The MPAS program does not release exam averages to Physician Assistant students.

#### Rounding

- 3.21 No rounding of scores will take place. All marks will be truncated at the first significant digit following the determination of percentage (for example, 0.895 equals 89.5%).
- 3.22 Variation from this policy must be stated in the MPAS approved syllabi.

### Exam Review

- 3.24 Exams are reviewed by academic staff or course instructors.
- 3.25 Individual Examination review may be offered to those Physician Assistant students who have failed an examination.
- 3.26 A class or group examination review may be provided in the week following an examination, if schedules and time permits. Attendance at these sessions is optional for Physician Assistant students.

### 4. **PROCEDURES**

N/A

### 5. **REFERENCES**

- 5.1 Faculty of Graduate Studies – Academic Appeals:  
[https://umanitoba.ca/faculties/graduate\\_studies/media/Academic\\_Appeal.pdf](https://umanitoba.ca/faculties/graduate_studies/media/Academic_Appeal.pdf)
- 5.2 MPAS Examination Conduct, Grades and Grade Appeals Policy:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/paep/curr\\_student/index.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/paep/curr_student/index.html)
- 5.3 University of Manitoba Final Examinations and Final Grades Policy:  
[http://umanitoba.ca/admin/governance/media/Final\\_Examinations\\_and\\_Final\\_Grades\\_Policy\\_-\\_2013\\_09\\_01\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Final_Examinations_and_Final_Grades_Policy_-_2013_09_01_RF.pdf)
- 5.4 University of Manitoba Final Grades Procedures:  
[http://umanitoba.ca/admin/governance/media/Final\\_Grades\\_Procedures\\_-\\_2013\\_09\\_01\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Final_Grades_Procedures_-_2013_09_01_RF.pdf)

### 6. **POLICY CONTACT**

Please contact the Program Director, MPAS, with questions regarding this document.