



CMSA

**RECORDING POLICY ON ORAL
EXAMINATIONS**

JOHANNESBURG

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RECORDING POLICY ON ORAL EXAMINATIONS

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1. Definitions

- a. Oral examination/Viva Voce
 - i. No patient needed for an oral examination
 - ii. Only the examiners and the candidate
- b. Clinical examinations
 - i. Tests history, examination, and explanation, where the doctor discusses the nature and implications of the clinical findings
 - ii. Usually has a patient present
- c. OSCE
 - i. Objective Structured Clinical Examination
 - ii. Tests the candidate's clinical knowledge
- d. OSPE
 - i. Objective Structured Practical Examination
 - ii. Tests practical/application of knowledge
 - iii. assess theoretical, practical and problem-solving skills at multiple stations

2. Conduct

- a. How many examiners
 - i. At least two examiners per candidate in all the formats
 - ii. Prevent bias by having more than one examiner
- b. Types of questions
 - i. At the discretion of the examination panel as discussed at the examiners' meeting
 - ii. Questions should be standardized i.e. have the same questions and scenarios for each candidate
- c. Difficulty level of the questions must be balanced.
- d. Examiners/Convenors should familiarize themselves with the policy document on conducting of examinations. They should abide by the rules

3. Purpose

- a. *What* should be recorded?
 - i. Audio:
 - ❖ Only the assessment part of the examination will be recorded.
 - ❖ There should be terms of reference for the recordings
 - ❖ The recording will not only be for the actual content of the assessment itself, but mainly for examiner conduct during the process towards the candidate.
 - ❖ As agreed, the recording is merely a dipstick of the whole examination process and therefore not necessarily reflective of the candidates' knowledge. Therefore, it cannot be used to assess the candidate's overall knowledge on the subject
 - ❖ The recording should commence once the candidate walks through the door and has been made aware of this
 - Candidates are presented with an opt-out form for signature before entering the assessment room
 - The recording is started as soon as the candidate takes their seat
 - The examiner welcomes the candidate and asks them to read out their number into the recording device
 - The examiner briefly states how the assessment will be conducted
 - The recording is switched off as soon as the door is shut behind the candidate at the end of the interview
 - ii. Video
 - For now, only audio recordings

- b. *For what purpose*
 - ❖ Mainly quality assurance of the examination process
 - ❖ To prevent bias/discrimination/bullying towards the candidate or vice versa
 - ❖ Assess verbal exchange between examiner and candidate.
 - ❖ Atmosphere was conducive for a fair examination
- c. *How long to keep recordings*
 - ❖ The recordings will be kept until the next sitting of the examinations i.e. 6 months
 - ❖ A candidate has 21 days after the examination process to appeal
 - ❖ The only appeal allowed is on the conduct of the examiner and not for remark
 - ❖ Quality Assurance is the only appeal allowed!!!

4. Review

- a. In the event of an unsuccessful candidate, can the recording be used for a remark
 - ❖ NO!

5. Legalities

- a. Who should listen to the recording?
 - ❖ Preferably someone from a different constituent College?
 - ❖ Terms of reference to apply
- b. Panel
 - ❖ Each college to nominate a Quality Assurance Committee
 - ❖ The committee to undergo the necessary training
 - ❖ Out of the committee 2 or 3 people to sit in the QA team
 - ❖ Review process should be followed by mediation or if QA team decides, offer the candidate a fresh oral examination
- c. Quality assurance team
 - ❖ Reiterate policies on examiner/convenor/moderator conduct during the examination process
 - ❖ Terms of reference of recordings
 - To maintain high standards
 - Candidates treated with respect
 - Quality improvements in the individual colleges