

**Policy Name:** Policy on Examinations conducted at AIMU

**Policy Reference Number:** COR-GOV-POL-20171117-0019-0

**Previous Version of Policy:** NA

**Policy Date:** 24<sup>th</sup> November 2016 Revised on 11<sup>th</sup> November 2017

**Responsible Office:** Office of the Dean

**Responsible Officer:** Associate Dean of Medicine

---

---

### **Policy Statement**

The American International Medical University (AIMU) holds that activities at the College should be guided by written policies and that all members of the University Community, staff, students, suppliers and casual visitors should be familiar with and adhere to all AIMU's policies. AIMU is also committed to:

- a. Establishing policies that do not discriminate against any person on any basis whatsoever;
- b. Adopting only policies that are consistent with the laws of Saint Lucia;
- c. Updating its policies in a manner consistent with most recent and relevant knowledge;
- d. Ensuring that all members of the University become familiar with its policies;

### **Objectives of Policy**

The major objectives for this policy are as follows:

1. To ensure that exams are conducted in a smooth manner.
2. To ensure that all anticipated or unexpected problems are resolved effectively and in a timely manner.
3. To ensure that exam questions correspond to NBME and USMLE standards.
4. To ensure that exam questions correspond to the learning objectives both in their distribution and content.
5. To ensure that there is no ambiguity in the exam questions
6. To ensure that the submission of the exam questions, their analysis & validation by the examination committee and the final uploading on exam master or related software is done strictly in accordance with the procedure described hereunder.

7. To ensure a timely submission and analysis of exam questions by all concerned.
8. To ensure that the result of the examination and the related statistical data is disseminated to all concerned in a timely and efficient manner.

**Related Documents:** Laws of Saint Lucia (e.g. the Education Act); Company by-laws; Accreditation (Recognition) requirements; this policy document nullifies all previous policies in existence.

**Who would be affected by the policy:** This policy enforces strict compliance by the teaching faculty, academic administration and students.

**Redress:** All issues or complaints related to this policy should be communicated through the following channel for appropriate redressal. Depending on the nature of the complaint, redressal may be given at any point of the reporting channel. Only serious issues needing major policy considerations should be taken up to the level of the institutional or the Corporate Board:-

**Complainant → Registrar → Dean → Examination Committee → Management Council → Board of Governors**

**Penalties:** Any intentional or unintentional violations of this policy would invite appropriate disciplinary action directed towards the offender, in accordance with the University by-laws.

**Effective Period:** This policy will remain in force till it is reviewed or overruled by a subsequent policy or amendment.

**The Procedure:** The Dean and the Associate Dean would be the supervising authorities for all the steps mentioned below.

1. A detailed annual academic calendar must be prepared at the beginning of the academic year, which includes the examination dates for all ongoing courses and semesters.  
[Registrar]
2. The teaching faculty must make note of all the exam dates and attempt to finish their syllabus (for a block / semester) at least 2 days prior to the next examination. [Faculty]
3. Teaching faculty must submit the requisite number of exam questions AT LEAST ten calendar days PRIOR to the date of the examination for monthly exams, and AT LEAST fourteen days prior to the final exam for timely review by the examination committee. Revisions, if any, may then be made by the concerned teacher as per the recommendations of the exam committee. [Faculty]
4. Faculty MUST ensure that exam questions framed by them correspond to the NBME and USMLE standards. [Faculty]  
A USMLE/NBME type questions is defined as: The questions should use either a clinical scenario or a laboratory scenario and should develop critical thinking, judgment and analysis skills among students.

The following minimum percentage of USMLE/NBME format questions must be complied with

MD1: A minimum of 60% of MCQs should be of USMLE/NBME type as defined previously

MD2: A minimum of 70% of MCQs should be of USMLE/NBME type as defined previously

MD3: A minimum of 80% of MCQs should be of USMLE/NBME type as defined previously

MD4: A minimum of 90% of MCQs should be of USMLE/NBME type as defined previously

MD5: All MCQs should be of USMLE/NBME type as defined previously

The decision of the examination committee regarding the quality of examination questions will be final.

5. Questions MUST be submitted online on the following secure E-mail ID for review by the examination committee: [exam.committee@aimu-edu.us](mailto:exam.committee@aimu-edu.us). Questions can also be submitted on a pen drive or as a hard copy to the Associate Dean of Medicine.[Faculty]
6. The above mentioned mail ID, which has 256 bit secure encryption, is intended to eliminate the possibility of use of unfair means in the process of transmission of exam questions.
7. The examination committee would be constituted and reviewed at regular intervals. At least one external subject matter experts on USMLE will be a part of the exam committee.
8. The said committee would complete the review of each submission within FIVE days of submission of the questions by the respective teachers and submit their report with the following grades:-
  - (a) Grading '**A**' : Questions have adequately satisfied the required criteria of:-
    - Covering the entire curriculum
    - (Appropriate blueprinting)

For the final exam it is recommended that at least 40% of questions should be from the topics covered after the second monthly exam. The other criteria have been mentioned previously.

- (b) Grading '**RR**': This denotes that revisions are required and questions need to be rewritten so that the above mentioned criteria are met adequately.  
[Examination Committee]
    - (c) If the Grading is RR on the second attempt then the exam committee may use backup questions.
  9. Under NO CIRCUMSTANCES would the questions be modified or returned to the sender. Review report would be submitted strictly as per the above grades to the sender on his / her official E-mail ID  
[Examination Committee]
  10. The examination committee will identify required changes on a separate word file which will be e-mailed to the faculty member.
  11. No questions/tests will be administered by any faculty member without written e-mailed approval from the examination committee.

12. In case the grading awarded is A, concerned faculty members would upload the questions after making changes, if any, at their own end, on the exam master or other exam software, so that the exam is assigned AT LEAST ONE HOUR prior to the beginning of that particular exam. [Faculty]
13. (a) In case the awarded grading is 'RR', the concerned faculty members must make significant changes on the submitted questions, based on the recommendations of the examination committee and resubmit them AT LEAST FIVE DAYS prior to the date of the examination, for another review by the committee.  
(b) If the review report is now converted to grade A, the questions can be assigned for the examination.  
(c) However, if the review report remains as 'RR', the exam committee may use backup questions and may provide a written reprimand to the faculty member. [Faculty]
14. If any faculty member receives grade 'RR' consecutively for three times, the matter would be discussed in the examination and management committees and the concerned member would be taken for an academic counseling by the examination committee, under intimation to the board of governors. [Exam Committee]
15. It is the responsibility of the assigned faculty members to upload their respective examinations AT LEAST 60 minutes prior to the specified starting time of the said examination. In case there is an anticipated delay, the concerned faculty member MUST inform the Registrar or any other authority related to the control of exams AT LEAST 30 minutes prior to the exam, so that it can be suitably postponed. [Faculty]
16. Registrar will be the Controller of examinations and Dr Dakubo will be the Coordinator of examinations. To reduce any bias and other issues both these individuals will hold the post for a maximum of three years. If they are able to be present then can nominate another individual for the post in consultation with the Dean and the examination committee.
17. In case there is some issue immediately before or during an ongoing examination, ONE of the two assigned invigilators should approach the Controller of Examinations or any other designated officer to resolve the issue at the earliest. Clear instructions have been given to the Registrar that either the Controller or the coordinator of exams or any other designated officer would ALWAYS be present at the time of an examination for resolution of such issues. [Controller, coordinator of exams & all designated invigilators]
18. Examination results must be communicated to the Registrar in the specified format, within the specified date and time. [Faculty & Registrar]
19. Each faculty member and the Registrar must ensure that ONLY eligible students are allowed to write a specific examination. Eligibility criteria includes proper attendance in lectures and other academic sessions, timely payment of fees and any other criteria laid out by the school authorities. [Faculty & Registrar]
20. All Faculties are encouraged to study the Item analysis of their exam report.
21. Defaulting students MUST be brought to the notice of the Promotions committee, Dean and Associate Dean. Henceforth, all promotions to the next semester will require WRITTEN APPROVALS from the Promotions Committee. [Promotions Committee, Dean, Associate Dean]

**Number of Pages:** This document contains FIVE pages. This is the LAST page of the document.

**\*\* End of Document \*\***