

Regulations for the Objective Structured Clinical Examination and the Mini-Objective Structured Clinical Examination (OSCE/miniOSCE Regulations)

§ 1

General Provisions

1. These Regulations set out the procedure and rules for conducting the following types of examination:
 - 1) Objective Structured Clinical Examination (OSCE) – hereinafter referred to as 'OSCE';
 - 2) Mini-OSCE – Objective Structured Clinical Examination (Mini-Objective Structured Clinical Examination) – hereinafter referred to as 'miniOSCE'.
2. The OSCE/miniOSCE is a practical examination based on the applicable educational standards, for students enrolled in degree programmes run by the Medical University of Lublin.

The OSCE/miniOSCE consists of several stations (examination stations), each of which focuses on a different skill in order to assess the student's individual practical abilities.
3. The OSCE/miniOSCE is planned, implemented and organised by an ad hoc OSCE/miniOSCE Team appointed by the Faculty Dean pursuant to § 103(2)(9) of the Statutes of the Medical University of Lublin.
4. The OSCE/miniOSCE Committees issue detailed guidelines on the organisation and conduct of the OSCE/miniOSCE, taking into account the specific nature of the relevant degree programme, by 30 September prior to the start of each academic year.

§ 2

Conditions for the organisation of the OSCE/miniOSCE

1. The OSCE/miniOSCE takes place in accordance with the timetable and guidelines referred to in § 1(4), which are available on the website

osce.umlub.pl. The timetable specifies the dates on which the examination takes place, the examination times for individual dean's groups, and the dates for the resit examination.

2. The OSCE/miniOSCE takes place in person in simulated conditions at the Medical Simulation Centre (hereinafter referred to as 'CSM') at 4 Chodźki Street in Lublin.
3. In the event of an epidemic threat, it is permissible to conduct the OSCE/miniOSCE in a hybrid format using telecommunications technology in the form of a VIDEO OSCE/miniOSCE, as well as to amend the examination timetable referred to in paragraph 1.
4. All materials necessary for the conduct of the examination shall be provided by the CSM.
5. A prerequisite for sitting the OSCE/miniOSCE examination is having achieved the required credits, i.e. confirmation of all learning outcomes for the modules covered by the examination for the student.
6. Failure to obtain a missing pass mark after the scheduled first date of the OSCE/miniOSCE examination results in the student being unable to sit the examination on that date, and the student must sit the examination for the relevant subject on the first resit date.
7. A student who is absent during any OSCE/miniOSCE session will receive a fail mark for the tasks carried out at the stations during that session. In the case of an excused absence, confirmed by a doctor's note, a rector's exemption or a dean's exemption, the supporting document must be submitted or sent to the relevant Dean's Office within 3 working days of the date on which the relevant exam session took place. In such cases, the student will not receive a fail mark and is entitled to sit the exam during the resit period. A student with an excused absence from all exam sessions must submit an application to the Faculty Dean, together with the documents justifying the absence, to retain the original exam date.
8. During an in-person examination, it is prohibited to

use any electronic devices or communication other than that necessary to complete the task. Any attempt at communication or possession of electronic devices will be treated as the use of unauthorised aids and will result in a fail mark for all sections on the given examination day.

9. During the examination, neat and appropriate medical attire must be worn, comprising a lab coat or scrubs and medical footwear. Furthermore, students are required to adhere to the following rules:
- 1) fingernails must be short and unpainted;
 - 2) rings, wedding rings, bracelets, dangling necklaces and long earrings are not permitted;
 - 3) chewing gum is not permitted during the exam;
 - 4) wearing of any outer garments is prohibited.

The above rules regarding appearance and dress are intended to ensure appropriate conditions and safety during the examination; failure to comply with them will result in the student being banned from sitting the examination and will constitute a breach of §17 of the Code of Ethics of the Medical University of Lublin Academic Community.

10. In order to confirm their identity, students are required to present a student ID card or another valid form of photo ID. Electronic documents are also permitted, provided they comply with applicable legal provisions. Failure to present the aforementioned document will prevent the student from sitting the examination.
11. During the OSCE/miniOSCE, audio and video are recorded in accordance with the monitoring procedures set out in the 'Regulations of the Medical Simulation Centre'. Sitting the examination is tantamount to giving consent to the recording of sound and video.
12. Prior to sitting the OSCE/miniOSCE, students are required to familiarise themselves with the contents of the Medical Simulation Center Regulations,

the OSCE/miniOSCE Regulations and the health and safety regulations, and to comply with them.

Confirmation of having read the above regulations and acceptance thereof takes place during the pre-briefing by providing a legible, handwritten signature. Providing a signature is a condition for admission to the examination.

§ 3

The OSCE/miniOSCE examination procedure

1. Students must arrive at the CSM at least 15 minutes before the start of the exam and proceed to the designated floor, where they will wait for the OSCE/miniOSCE technical coordinator (the person responsible for ensuring that the OSCE/miniOSCE is carried out correctly).
2. Students, under the supervision of the technical coordinator, take part in:
 - 1) a pre-briefing led by the OSCE/miniOSCE technical coordinator (including checking the attendance list, verifying the students' identities, checking that they are wearing the required uniform, signing to confirm they have read the OSCE/miniOSCE Regulations, handing in mobile phones and other electronic devices, and drawing lots to determine the order and station numbers); once the pre-briefing is over, students, under the supervision of the technical coordinator, proceed to the examination rooms;
 - 2) the examination takes place at the individual stations in the order drawn;
 - 3) Upon completion of the examination, supervised by the OSCE/miniOSCE technical coordinator (including in particular: the return of mobile phones and other electronic devices, and a reminder of the rules for raising objections).

3. Students may only enter and leave the examination stations at the request of the OSCE/miniOSCE technical coordinator and must follow their instructions.
4. During the examination, once in the examination room, students must introduce themselves to the examiner by stating their student ID number. In case of doubt, the examiner may ask the student to present the identity document referred to in § 2(9).
5. Written instructions regarding the tasks to be completed are displayed at each examination station. These tasks are numbered. Students are required to complete the tasks in the specified order.
6. Students have a specified amount of time (as indicated in the task description) to complete each task at a given station. Once the specified time has elapsed, students will hear an audible signal indicating that the time for the first task (task 1) has elapsed – this is a signal that they must proceed immediately to the second task (task 2). It is not possible to extend the time allocated for the first task or to return to the first task once it has ended, even if the student completes the second task in less time (more quickly) than anticipated. Any work carried out after the time allocated for the first task has elapsed will not be marked.
7. It is permitted to complete the first task before the time allocated for it has elapsed and to move on to the second task. The candidate must clearly inform the station examiner of this. In such a situation, it is no longer possible to return to the previous task.
8. Candidates may only move between stations (examination rooms) after hearing an audible signal triggered by the OSCE/miniOSCE technical coordinator. Once they have completed the tasks at a given station, candidates must remain in the room and may leave

only after hearing the audible signal and/or on the request of the OSCE/miniOSCE technical coordinator.

9. During the examination, the examination room may accommodate at the same time up to 5 participating students and up to 5 examiners. An observer may also be present. The OSCE/miniOSCE team referred to in §1(3), taking into account the specific nature of the relevant degree programme, may allow a larger number of people in the examination room during the examination.
10. During the examination, at each station, examiners must not comment on the tasks being performed by the students, nor must they inform the students of their score or the elapsed time. Examiners are not permitted to communicate with students carrying out tasks at a given station.
An exception is made for communication arising from the giving of instructions and/or the explanation of the task.
11. The countdown for the task begins as soon as the students enter the examination room. The time allocated for familiarising themselves with the instructions/task is included in the total time allocated for that station. The examination rooms are equipped with clocks showing the current time.
12. The order in which candidates sit the examination, the number of stations, the time allowed for completing tasks at each station, and other detailed regulations specific to a given degree programme relating to the conduct of the examination shall be determined by the OSCE/miniOSCE Team of the relevant Faculty, in the manner specified in § 1(4).

§ 4

Assessment rules

1. Each task at a given station is assessed on the basis of a separate checklist.
The examiner observes the actions being performed

and the student's attitude, recording their performance in accordance with the criteria set out in the assessment sheet. The OSCE/miniOSCE team referred to in § 1(3) may permit methods of station assessment other than a checklist, arising from the specific nature of a given station.

2. It is permissible to designate so-called 'critical tasks' in the checklist for each OSCE/miniOSCE task, the incorrect performance or failure to perform of which by the student results in the task being failed, despite having obtained a sufficient number of marks.
3. The mark for each OSCE/miniOSCE task completed at a station is expressed in accordance with the grades and the scale set out in the Study Regulations.
4. The final OSCE/miniOSCE mark is determined on the basis of the arithmetic mean of the marks from all stations and is expressed according to a scale, the method of calculation for which is established by the OSCE/miniOSCE Team, referred to in § 1(3), taking into account the specific nature of the relevant degree programme.
5. To pass the OSCE/miniOSCE examination, a student must achieve at least a 'satisfactory' mark at each station. Failure to complete a task at a given station is tantamount to receiving a 'fail' mark for the entire examination on that sitting, and this shall be recorded in the examination report.
6. The marks obtained for individual tasks at each station are sent to students via email from the umlub.edu.pl domain on the next working day following the exam date.
7. The rules applicable to the first sitting of the OSCE/miniOSCE exams also apply to the resit exams. The OSCE/miniOSCE resit exams take place on the dates specified in the timetable.
8. The OSCE/miniOSCE chief coordinator may, in exceptional circumstances, set an additional resit date, other than that specified in the timetable.

9. The OSCE/miniOSCE team referred to in §1(3) determines whether, during the resit period, the student sits only those stations which they failed during the original examination, or all stations.
10. If the student passes the exam during the resit period, the final mark will be calculated by combining the percentage thresholds from the tasks passed in the first sitting with the mark thresholds from the tasks passed during the resit period.
11. If a student fails one or more tasks during the second resit period, they are required to retake the entire examination in accordance with the examination timetable for the following academic year.

§ 5

Final provisions

1. Students may submit any technical and/or substantive objections regarding the examination tasks within 30 minutes of the end of their examination on a given day using the online form available at e-csm.umlub.pl.
2. A student is entitled to view a video recording documenting their performance of the examination tasks.
3. The request referred to in paragraph 2 must be submitted by email within one working day of the publication of the mark for the relevant part of the examination to the email address of the relevant Dean's Office.
4. In matters not covered by these Regulations, the provisions of the Study Regulations of the Medical University of Lublin shall apply.