

LSMU FF
Vaistų technologijos ir socialinės
farmacijos katedra
prof. Jurga Bernatoniene



Approved: _____
Chairman of the Pharmacy faculty council

Date: 18 01 2023
Protocol No. FF 23 – 1

Current effective version:
Chairman of the Pharmacy faculty council

Date: 18 01 2023
Protocol No. FF 23 – 1

**THE GUIDELINES FOR THE ORGANIZATION AND ASSESSMENT OF THE FINAL
EXAMINATION IN THE PHARMACY STUDY PROGRAM OF THE LITHUANIAN
UNIVERSITY OF HEALTH SCIENCES**

Prepared: FF Working group

22 Sep 2022

I. GENERAL PROVISIONS

1. Guidelines are the established procedures. The Guidelines for the Organization and Assessment of the Final Examination of the Integrated Study Program “Pharmacy” of the Lithuanian University of Health Sciences (hereinafter - the Guidelines) provide the arrangements of the organization and assessment of the final exam of the “Pharmacy” studies program, according to which the professional qualification of a pharmacist is awarded and a higher education diploma registered with the Ministry of Education and Science is issued. This Guidelines defines the procedure for the organization and assessment of the Master's final exam of the Pharmacy study program (hereinafter - FE or final exam) at the Lithuanian University of Health Sciences (hereinafter - the University). The procedure is valid immediately after it is approved by the Council of the Faculty of Pharmacy. In cases not provided in this Procedure, related to the organization and evaluation of FE, the legal acts of the Republic of Lithuania and other procedures valid at university shall be followed.

II. THE PURPOSE AND OBJECT OF THE GUIDELINES

2. The guidelines are prepared for the members of the final exam commission of the Pharmacy studies program and students.
3. The purpose of the guidelines:
 - 3.1. to establish the general principles according to which the final exam is organized;
 - 3.2. to establish general evaluation criteria for the final exam;
 - 3.3. to help students and the commission to harmonize and optimize the requirements for the preparation and assessment of the final exam foreseen in the regulations of the Ministry of Education and Science to guarantee the high quality of the final exam.

III. THE PURPOSE AND OBJECT OF THE FINAL EXAM

4. The final exam is the final step of the learning process which shows the student's level of professional preparation, degree of independence, ability to apply the specific knowledge, practical skills and skills required to obtain the qualification of a pharmacist.
5. The purpose of the final exam:
 - to assess the level of the student's abilities acquired by studying subjects for the

qualification of a pharmacist and performing the professional activities of a pharmacist.

- to allow the student to prove that he / she has achieved the study goals and acquired the skills foreseen in the study program, necessary for obtaining the qualification of a pharmacist.
6. During the final exam, the general, common and special knowledge and abilities foreseen in the valid Ministry of Education and Science Order of the Republic of Lithuania are checked.

IV. PREPARATION FOR THE FINAL EXAM

7. The task group for the preparation of the final exam is formed **at least 90 days before** the start of the final exam and is approved by the order of the dean. The final exam is organized after completing studies of all the subjects provided in the study program and passing all exams / final assessments and completing professional practice.
8. The final exam task preparation group consists of at least 5 lecturers teaching specialty subjects. Members of the final exam task preparation group may be delegated to the commission for the final exam.
9. The tasks for the final exam of the specialty are prepared taking into account the content of the subjects studied in the “Pharmacy” studies program. Students are introduced to the organization and assessment procedure at least 1 (one) month before the scheduled exam date. Students are introduced to the procedure by the Chairman of the Study Program Committee or a person appointed by him.
10. The structure of the final exam::
- a. Theoretical part consists of 150 test questions from specialty subjects, of which 100 are level I (one correct answer), 25 - level III (several correct answers), 25 - Yes-No answers. The list of theoretical topics of the subjects to be assessed during the final exam is provided in the guidelines of the final exam program.
 - b. Practical part – OSCE (Objective Structured Clinical Examination) tasks are prepared to assess the practical skills
11. Students are consulted according to the consultation schedule prepared by the final exam task preparation group. Consultations at each OSCE station can be held according to individual schedules proposed by the responsible OSCE department.
12. The date of the final exam shall be announced **at least 30 calendar days before** the beginning of the exam.

V. ORGANIZATION OF THE FINAL EXAM COMMISSION WORK

13. The Pharmacy Final Exam Commission (hereinafter - the Commission) is appointed by the Dean of the Faculty and approved by the order of the Rector of LSMU. The Commission shall consist of a chairman, a vice-chairman, a secretary (in case of need – 2 secretaries) and members. A new commission is formed only if its composition is changed. The composition of the final exam commission must be the same as that of the final Master's thesis defense and evaluation commission.
14. The final exam commission consists of at least 11 members, of which at least 7 are representatives - assessors of the profile / specialty departments (delegated by the department competent lecturers of study subjects included in the examination tasks); the commission should also include at least 1 competent researcher in the field of pharmacy; at least 1 representative of other social partners; at least 1 from another research and study institution.
15. Functions and responsibilities of the Commission:
 - a. The final assessment is performed by the commission, and its work is organized by the chairman of the commission;
 - b. The final exam commission is responsible for the objectivity of the final exam process and the assessment of the tasks performed in the final exam;
 - c. The members of the commission participate in the supervision of the exam.
16. The functions of the Chairman of the Commission:
 - a. During the exam, controls the execution of the exam, solves any problems;
 - b. Assigns the assessors to check the final exam tasks completed by students;
 - c. The assessor is not allowed to take or distribute student assignments to other assessors at his or her discretion;
 - d. Monitors the progress of the exam and the assessment of the completed final exam tasks.
17. The functions of the Vice-Chairman of the Commission:
 - a. Replaces the chairman of the commission when he is absent for important reasons;
 - b. Monitors the progress of the exam and the assessment of the completed final exam tasks.
18. The functions of the Secretary of the Commission:
 - a. Fills in the final examination protocol and the final examination report;
 - b. Performs other tasks specified by the Chairman of the Commission.
19. The functions of the Commission members (assessors):
 - a. Evaluate students' final exam tasks;
 - b. Are responsible for the objectivity of their assessments;
 - c. Participate in the supervision of the exam;
 - d. Perform other tasks specified by the Chairman of the Commission.

VI. THE FINAL EXAM DOCUMENTS

20. Final exam test tasks in Moodle or MS Teams and tasks sheets - documents in which the final exam tasks are presented and in which the student submits the answers to the completed tasks.
21. The protocol of the meeting of the final exam commission (hereinafter - the protocol) - a document of the final exam, which provides information about the exam, coding data of the students' final exam tasks and final evaluations. Coding data and final evaluations are written by the secretary and signed by all members of the commission.
22. Final exam report - a document in which the results of the final examination are written.

VII. CONDUCT OF THE FINAL EXAM

23. In classrooms of LUHS the theoretical part of the final exam is conducted using platforms such as MS Teams or Moodle and performing practical tasks at OSCE stations. The final exam is organized by the exam commission. The OSCE examination procedure is carried out in accordance with the current procedure for the organization and execution of the Final Examination of the LUHS Pharmacy study program. The Commission has the right to adjust the examination procedure of OSCE, taking into account the requirements of the necessary conditions for the performance of higher education studies applicable during the period of quarantine or emergency in the Republic of Lithuania.
24. The head of the final exam task preparation group hands over the tasks to the chairman of the final exam commission. The tasks of the final exam cannot be known to the assessors before the assessment of students' achievements. The lecturers preparing the assessment tasks, the final exam commission and the Dean of the Faculty of Pharmacy are responsible for the confidentiality of the assessment tasks.
25. The duration of the final exam, forms of the OSCE task and assessments, number of examiners are proposed by the units (departments) preparing the final exam tasks. Based on the proposals, the commission determines and approves the duration and structure of the final exam. The parts of the final exam (theoretical and practical part) are performed on separate days:
 - the duration of the theoretical part (answers to the final exam questions) could not be longer than 4 hours.
 - the duration of the practical part (performing OSCE stop tasks) could not be longer than 4 hours.
26. The beginning of the theoretical part of the exam must be registered when all the exam tasks have been announced. The start and end of OSCE station assignments are tracked by timekeepers and the

student is informed by a call or other appropriate means.

27. The start and end times of the theoretical part of the exam must be specified in the Moodle or MS Teams in the “Final exam” section. The start of the theoretical part of the exam must be registered when access to the Final Exam task login is opened in the Moodle and all tasks are published; the end time is registered when the connection to the tasks of the theoretical part of the Final Exam is closed in the Moodle. One attempt to pass the theoretical part of the Final Exam is possible.
28. Students are authorized to log in to the Moodle system, students must use the login name provided by the university to log in to the Final Exam tasks. Information about users' names is provided: <https://pagalba.lsmuni.lt/pagalba/vārtoju-vardu-irlaikinu-slaptazodziu-sudarymo-taisyklos>. The chairman of the final examination commission must ensure the procedure of the examination.
29. The chairman of the final exam commission must ensure that a sufficient number of commission members and support staff supervise the exam and participate in the preparatory stages of OSCE stations. Auxiliary staff are persons delegated by the departments at the request of the final exam commission in advance: lecturers, researchers, study administrators, laboratory assistants.
30. The number of persons supervising the theoretical part of the exam shall not be less than 5. If necessary, the persons may replace each other, but the minimum number of supervising commission assessors during the whole exam must not be less than 3.
31. OSCE tasks supervision and assessment is performed by at least 1 examiner. Tasks can also be monitored by live video streaming.
32. Persons appointed by the University, Faculty administration or delegated by the Student Representatives may participate in the assessment and monitor its course and procedures. The same person cannot be an assessment observer and an assessor at the same time. The organization and assessment of the final exam must not contradict the valid LUHS Study Regulations.
33. In the OSCE section, students are given a code before completing tasks. The code provided is used to perform tasks for all OSCE stations. Student coding sheets are kept in a sealed and stamped envelope by the chairman of the commission
34. Coded data shall be disclosed only after the evaluation of the final exam tasks performed by all students and after the chairman has written the final evaluations on the exam evaluation sheet.
35. Assessors write the evaluation of the coded students' final exam tasks on the exam evaluation sheet. After evaluating all the tasks of the final exam, the chairman derives the arithmetic averages of the results and records them in the exam sheets and signs them.
36. After filling in the final exam forms, the secretary, in the presence of the chairman of the commission, opens the envelopes with the coding sheets. The protocol of the meeting of the final exam commission shall be prepared. The secretary of the commission is responsible for the presentation of documents to the commission meeting and the preparation of the protocols of the commission meetings.

37. The secretary shall write the final results from the decoded final exam sheets in the final exam protocol and record sheet.

VIII. BEHAVIOR OF THE FINAL EXAM COMMISSION AND STUDENTS DURING THE FINAL EXAM

38. Those who take the OSKE part of the final exam must present an identity document.

39. Student is not allowed to take the OSKE part (it is considered not passed) if:

- a. The student did not submit an identity document to the commission;
- b. The student arrived at the end of registration to the OSCE part of the exam.

40. During the final exam, the members of the commission and students must behave politely, correctly and honestly towards both the members of the commission and other students, and their behavior must not interfere with the performance of the tasks of the final exam.

41. Any action during, before or after the final exam that allows oneself or another person to gain an unfair advantage (benefit) over other persons during the final exam is not allowed.

42. During the final exam, it is prohibited for the students:

- To have and use unauthorized mobile communications and other unauthorized means of communication;
- To have or use the text material or other unauthorized supporting information, except for material that is officially allowed during the exam;
- To receive unauthorized assistance from others or to give unauthorized assistance to others (textual, verbal, gestural, technical means, etc.).

43. Unauthorized conduct of students during the final exam is reported in the protocol of the final exam with a note “not assessed”. In this case, the student's further studies or his / her dismissal from the University shall be carried out in accordance with the procedure established by the Study Regulations.

IX. FINAL EXAM EVALUATION

44. Answers written illegibly, irregularly or using the pencil are evaluated as incorrect, answers written in the wrong place are not evaluated at all. Exam tasks may not be evaluated at all if they contain uncensored notes, drawings, other notes or marks that allow to identify a person, etc.

45. Assessors shall consult with the chairman of the commission or the vice-chairman of the commission

in case of questions regarding the evaluation of the tasks of the final exam.

46. The final evaluation shall be approved by an open vote at the commission meeting by a simple majority.
47. Students' final exam tasks must be assessed within 4 working days from the date of the final exam. No later than the fourth working day after the final exam, the results are compiled and the documentation is filled in, and on the fifth day, the final results are published.
48. Assessors follow the principles when assessing the final exam:
- a. validity - link the assessment with the study results and the level of acquired abilities;
 - b. reliability - the assessment information obtained and the evaluation results must be objective and independent in case of the different assessor;
 - c. clarity - the evaluation system must be informative, understandable to assessors and students;
 - d. usefulness - the assessment must be positively evaluated by the students themselves and contribute to the implementation of the objectives of the study program;
 - e. objectivity - the assessment methods used in the evaluation must be equally suitable for all students.
49. Final assessment of exam results:

Requirements for the answers	Evaluation mark
<p>Excellent, exceptional knowledge and skills (<i>all study goals achieved</i>):</p> <p>Excellent, exceptional, comprehensive knowledge and its application in solving complex practical problems. Independently studied additional material. Excellent understanding and use of concepts, ability to analyze them in the broader context of the subject. Thinks originally and independently. Excellent analytical and evaluation skills, insight. Excellent preparation for further studies.</p> <p>Excellent application of theoretical knowledge. Excellent performing of complex non-standard tasks. Impeccable, exceptional performance quality.</p> <p>Excellent expression and presentation skills. Understands well what to do and why.</p>	<p>10 (excellent)</p>
<p>Strong, good knowledge and skills (<i>at least 90% of study goals achieved</i>):</p> <p>Strong, good, comprehensive knowledge and its application in solving complex practical problems. Independently studied additional material. Excellent understanding of the studied material, uses the concepts properly. Thinks originally and independently. Very good analytical, evaluation and synthesis skills. Very good</p>	<p>9 (very good)</p>

<p>preparation for further studies.</p> <p>Applies theoretical knowledge very well. Performs complex tasks easily. Very good performance quality. Very good expression and presentation skills. Understands what methods and technics to use and why.</p>	
<p>Above average knowledge and skills (<i>at least 80% of study goals achieved</i>):</p> <p>Above average knowledge and its application in solving practical problems.</p> <p>Familiar with the required material. Able to work independently with additional material. Understands concepts and principles, applies them properly. Argues well based on the arguments and the facts. Good preparation for further studies.</p> <p>Applies knowledge well. Performs moderately difficult and more difficult tasks correctly. Good performance quality. Good expression and presentation skills.</p> <p>Knows what methods and techniques to apply.</p>	<p>8 (good)</p>
<p>Average knowledge and skills, there are insignificant mistakes (<i>at least 70% of study goals have been achieved</i>):</p> <p>Average knowledge, there are minor mistakes. Applies knowledge to solve practical problems. Understands the main material. Understands and uses concepts and principles. Links several essential parts. Finds arguments well enough. Sufficient preparation for further studies.</p> <p>The knowledge is applied according to the examples provided. Good performance quality. Performs moderate tasks correctly. Sufficient expression and presentation skills.</p>	<p>7 (highly satisfactory)</p>
<p>Knowledge and abilities (skills) are lower than average, there are mistakes (<i>at least 60% of study goals have been achieved</i>):</p> <p>Below average knowledge, there are mistakes. Applies knowledge to solve simple practical problems. Understands the main material. Understands concepts sufficiently, is able to describe the received information in own words. Performs the analysis focusing on several aspects, but fails to link them. Satisfactory preparation for further studies.</p> <p>The knowledge is applied according to the examples provided. Satisfactory performance quality. Can act by analogy. Performs easy tasks correctly but does not perceive more complex ones. Satisfactory expression and presentation skills.</p>	<p>6 (satisfactory)</p>
<p>Knowledge and abilities (skills) meet the minimum requirements (<i>at least half of the study goals have been achieved</i>):</p> <p>Knowledge meets minimum requirements. Applies knowledge to solve simple</p>	<p>5 (sufficient)</p>

<p>practical problems. Can simply name the acquired concepts by retelling the text. The answers focus on one aspect. Minimal preparation for further studies.</p> <p>Minimum sufficient ability to solve problems according to examples. Able to act by analogy. Satisfactory expression and presentation skills.</p>	
<p>Minimum requirements are not met (<i>less than half of the study goals have been achieved</i>):</p> <p>Knowledge does not meet the minimum requirements</p> <p>Abilities do not meet the minimum requirements.</p>	Less than 5

- a. the final evaluation marks of the exam are approved at the meeting of the final exam commission. A meeting of the commission is valid if at least half of the members of the commission are present;
- b. the evaluation scores correspond to the description of the evaluation of the achievements of the LSMU regulation in force at that time;
- c. the examination is considered to be passed if at least the minimum required level of achievements of the objectives of both parts is demonstrated (positive evaluations of both parts of the exam).

50. Structure of the final exam evaluation:

- a. Evaluation of the theoretical knowledge (T) makes 50% of exam mark;
- b. Practical – OSCE task (P) evaluation makes 50% of general exam mark;
- c. Final exam mark (FE) is composed from the sum of the evaluations of the theoretical and practical abilities ($FE = 50\% T + 50\% P$)

51. A student who has not passed or has not participated during the final examination may do the exam only after renewing his / her studies according to the procedure foreseen in the LSMU Study Regulation in force at that time.

X. APPEALS

52. Appeals regarding the results and procedures of the final examination assessment shall be submitted and examined in accordance with the procedure and terms established in the LSMU Study Regulations.