

APPROVED

By the Council of the Faculty of Medicine
Lithuanian University of Health Sciences
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**DESCRIPTION OF THE PROCEDURE ORGANIZATION AND
EVALUATION OF THE FINAL EXAM IN THE INTEGRATED
MEDICINE STUDY PROGRAM
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICINE
ACADEMY FACULTY OF MEDICINE**

I. GENERAL PROVISIONS

1. Lithuanian University of Health Sciences (LSMU) Medicine Academy Faculty of Medicine (MF) integrated studies of Medicine study program (hereinafter as Medicine program) final exam organization and evaluation description of the procedure (hereinafter as Description) foresees final exam of the Medicine program (hereinafter as Exam) results of which result to the award of professional qualification of a medical doctor and issuance of higher education diploma and internship certificate registered with the Ministry of Education and Science.

II. PURPOSE AND OBJECTIVES OF THE DESCRIPTION

1. The description is intended for the members of the Committee of Preparation of Medicine program final exam, Committee of Execution of Medicine program final exam, lecturers of the subjects and students.
2. Objectives of the description:
 - 2.1. To establish the general principles according to which the exam is organized;
 - 2.2. To establish the general criteria for the evaluation of the exam.

III. PREPARATION FOR THE EXAM

1. The Faculty of Medicine organizes an Exam for students who have completed all of the subjects provided for in the study program and passed all examinations/final evaluations, completed a clinical medical practice (internship), passed a clinical medical practice exam and defended Master's thesis.
2. Exam tasks are based on the content of the Medicine program. Each task is based on the clinical situation. Clinical situations include diagnosis and support for people of all ages (infants, children, adults, elderly) provided in certain circumstances (emergency, planned, palliative, preventive), in a variety of settings (outpatient, ambulance, hospital) using instrumental, visual, laboratory tests analysis, interpretation and methodology for performing procedures.
3. The Dean of the Faculty of Medicine each academic year forms a Committee of Preparation of Medicine program final exam of maximum 8 people.
4. The Exam questions are prepared by the responsible lecturers of subjects and lecturers in the program and submitted to the Committee of Preparation of Medicine program final exam, which approves evaluates and places them in the University's virtual learning environment – Moodle ([LSMU Egzaminai](#)), where the exam will be conducted.
5. After placing all the exam questions, this part of the University's virtual learning environment Moodle ([LSMU Egzaminai](#)) is closed till the start of the exam.
6. Structure of the Exam:
 - a. The Exam consists of 200 test questions, which evaluation results show the acquired knowledge of study program during the studies.
 - b. The topics of the exam are specified in the additional appendix.
 - c. The questions and conditions given to all students participating in the Exam at the same time are the same, only the sequence of questions is mixed by random selection, so the Exam is objective and the results can be compared.
 - d. No more than 5 answer variants have been formed for each clinical situation, of which only one is the most correct.
 - e. Each correctly answered question is evaluated by one point.
 - f. The meanings of the laboratory test standards are given in the texts of the Exam questions and are enclosed in parentheses next to the clinical or biochemical test data provided.
7. The date of the Exam shall be published no later than 30 calendar days before the start date of the Exam.

IV. WORK ORGANIZATION OF COMMITTEE OF IMPLEMENTATION

1. For the Exam implementation Dean of the Faculty of Medicine forms Committee of Implementation of Medicine program final exam (hereinafter as the Committee) which is approved by the Rector of LSMU order. Composition of the Committee: Chairman, Vice-Chairman, Secretary and members of the Committee.
2. Functions and responsibilities of the Committee:
 - a. The Exam is conducted by the Committee, and it's work is organized by the Chairman of the Committee.
 - b. The Committee is responsible for the implementation of the Exam and the objectivity of the evaluation of the tasks.
 - c. The members of the Committee are participating in the supervision of the Exam.
3. Functions of the Chairman of the Committee:
 - a. Controls the implementation of the Exam, solves problems.
 - b. Monitors the process of the Exam.
 - c. Evaluates and analyzes the Exam results.
4. Functions of Vice-Chairman of the Committee:
 - a. Replaces the Chairman of the Committee when he/ she is absent for important reasons.
 - b. Monitors the process of the Exam.
5. Functions of Secretary of the Committee:
 - a. Fills in the Exam protocol and the Exam sheet.
 - b. Performs other tasks specified by the Chairman of the Committee.
6. Functions of the members (evaluators) of the Committee:
 - a. Supervises the execution of the Exam.
 - b. Evaluates and analyzes the Exam results and is responsible for the objectivity of the evaluations.
 - c. Performs other tasks specified by the Chairman of the Committee.

V. DOCUMENTS OF THE EXAM

1. Protocol of the Committee's meeting – a document, which provides information about the course of the Exam, lists of the student evaluation criteria and final evaluation.
2. Exam sheet – a document in which the results of the Exam are recorded.

VI. IMPLEMENTATION OF THE EXAM

1. The Exam shall be conducted at the premises of LSMU, except in cases where in accordance with the legal acts of the Republic of Lithuania, it is not permitted to organize the Exam in an contact manner and it would be necessary to conduct it remotely.
2. The duration of the Exam may not exceed 4 astronomical hours. Additional time for a break is 30 minutes.
3. The students must log in to the Exam University's virtual learning environment – Moodle, not later than 10 minutes before the start of the Exam in order to get acquainted with the environment of the Exam and to be able to start solving the test at the specified time.
4. The Exam questions are grouped into two parts of 100 questions each. One part is allotted for 2 hours (astronomical). After 2 hours the first part is automatically closed and the break of 30 minutes is automatically activated. When the first part of the Exam closes automatically, the answered questions are automatically saved in the system. After 2 hours and 30 minutes from the beginning of the Exam the second part is opened and students can join the questions in the second part. The second part of the Exam lasts 2 hours and at the end of the Exam time, it automatically closes and the answered questions are automatically saved.
5. During the Exam it is allowed to re-edit the answers in each part of the 100 questions (“free navigation” is possible).
6. After closing the first part of the test, it cannot be returned to.
7. For a student who has answered all of the questions before 2 hours has finished, it is necessary to complete and close the first part of the test by taking a break.
8. The final number of points collected during the exam is converted into a ten-point system, therefore after completing the Exam, the final result is not published to the student in the University's virtual learning environment – Moodle.
9. The start and the end times of the Exam are indicated in the University's virtual learning environment – Moodle. The Exam start time is recorded when access to Exam questions login is opened in Moodle; the end time of the exam is recorded when the connection to the exam questions is closed in the Exam system environment.
10. Students must use the LSMU information systems login name and password to log in to the Exam questions.
11. In case of technical issues during the Exam, students should contact the IT specialists responsible for the Exam or immediately inform them via the Microsoft Teams platform. The

detailed information is provided 2 working days before the exam.

12. A remote student integrity program may be used during the Exam.
13. The persons participating in the Exam and monitoring the procedures of the Exam are appointed by the University, the MF administration delegated Student's Union students representatives. The organization and assessment of the exam must not contradict the valid LSMU Study Regulations.
14. The Secretary of the Committee shall record the final results in the Exam protocol and records sheet.
15. If the Exam is not held due to the technical problems, the Committee analyzes the evidence submitted by the student and makes an individual decision on the possibility to retake the Exam.

VII. STUDENT BEHAVIOR DURING THE EXAM

1. Before, during and after the Exam, any act that allows oneself or another person to gain an unfair advantage (benefit) over the other students is prohibited.
2. During the Exam students are not allowed:
 - To have or use information material, except for the one provided by the MF during the Exam.
 - To receive from other persons or to provide other persons with any assistance (textual, verbal and non-verbal languages, using technological means, etc.).
 - Open any page other than Moodle exam environment
 - Photograph, copy or otherwise save the questions asked during the exam.
3. In the event of technical obstacles affecting the course of the Exam, the student must provide evidence (photos, snapshot (screen shot), video etc.).
4. For unauthorized student behavior during the Exam "not certified" shall be entered in the Exam report. In this case, the student's further studies or his removal from the University are carried out in accordance with the procedure established by the Study Regulations.

VIII. EVALUATION OF THE EXAM

1. The final evaluation of the Exam results in points shall take place and shall be approved at the meeting of the Implementation Committee (hereinafter as Committee). A meeting of the Committee is valid if at least half of the members of the Committee are present.
2. If remote monitoring of student behavior has been used, the Committee shall review the

monitoring program report and make decisions regarding student behavior. If the Committee evaluates the student's behavior as unfair, his/ her test is not assessed. And the case of academic dishonesty is examined in accordance with the procedure provided for in the Study Regulations.

3. The structure of the Exam consists of a test of questions, which is assessed 100 percent.
4. The Exam is passed when the minimum required level of achievement is reached, i.e. correctly answered at least 50 percent of questions.
5. Students who pass the Exam are grouped according to the number of correctly solved questions into 6 assessment groups and are assessed accordingly:

Evaluation group No.	Description of the evaluation group	Recommended evaluation group size, percent	Level of achievement	Grade
1	Answered most questions correctly	20	Excellent	10 (ten)
2	Answered less than 1 group of questions correctly	30	Very good	9 (nine)
3	Answered less than 2 group of questions correctly	25	Good	8 (eight)
4	Answered less than 3 group of questions correctly	15	Moderate	7 (seven)
5	Answered less than 4 group of questions correctly	8	Satisfactory	6 (six)
6	Answered the least but more than 100 questions correctly	2	Weak	5 (five)

6. All students who answer the same number of questions correctly are assigned to the same assessment group and the final size of the assessment group depends on it.
7. The final size of the evaluation group shall be approved by the Committee.
8. A student who has not passed or did not take the Exam may take it only after the renewing of his/her studies in accordance with the procedure provided for in University's Study Regulations.

X. APPEALS

1. Appeals regarding the results and procedures of the Exam assessment must be submitted to the Rector of LSMU within one working day after the publication of the results.
2. Appeals must be made in writing, stating parts of the assessment, the procedures and the grounds on which the student disagrees.
3. By the Rector's order, no later than within 3 working days from the submission of the appeal, a Committee of Appeal shall be formed and the terms of Exam of the appeal shall be established.