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**TEMPORARY DESCRIPTION OF THE PROCEDURE FOR FINAL
EXAMINATION ORGANIZATION AND EVALUATION IN THE
STUDY PROGRAMME ODONTOLOGY
AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

APPROVED
by the Board of the Faculty of Odontology of the Lithuanian University of Health Sciences
Protocol No. 15-19/20 of 2020-06-10

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Prepared by the Committee of the study programme of Odontology

Approved at the meeting of the Committee of the study programme Odontology

Protocol No. 34 of 2020-06-05

I. GENERAL PROVISIONS

1. Description – a set work procedure. The temporary description of the procedure for the Final Examination organization and evaluation in the study programme Odontology at the Lithuanian University of Health Sciences (hereinafter the Description) defines a temporary procedure for the organization and evaluation of the Final Examination in the study programme Odontology, according to which the professional qualification of an odontologist is awarded and a higher education diploma, registered with the Ministry of Education, Science and Sport, is issued. The temporary procedure is applied during the period of quarantine and emergency due to the COVID-19 pandemic in the Republic of Lithuania.
2. The organization and evaluation of the Final Examination of the study programme Odontology are organized in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the University Regulation of Studies, the temporary Description of the procedure of distance learning organization at the Lithuanian University of Health Sciences, and the Description of the study field of odontology.

II. GOAL AND OBJECTIVES OF THE DESCRIPTION

3. The Description is intended for the members of the Examination Commission and students of the study programme Odontology.
4. Objectives of the Description:
 - 3.1. to establish the general principles according to which the Final Examination is organized;
 - 3.2. to establish general criteria for the Final Examination evaluation;
 - 3.3. to help students and the commission to adjust and optimize the requirements for the organization and evaluation of the Final Examination of the programme, set in the regulations of the Ministry of Education, Science and Sport, to achieve the best quality of the Final Examination.

III. GOAL AND OBJECTIVES OF THE FINAL EXAMINATION

5. The Final Examination is the final stage of learning, which shows the student's level of professional preparation, degree of independence, ability to apply the knowledge of the speciality, knowledge and practical skills required to qualify as an odontologist.
6. During the Final Examination, general and special knowledge and abilities are tested, which are defined in the valid Order of the Ministry of Education, Science and Sport of the Republic of Lithuania.

IV. PREPARATION FOR THE FINAL EXAMINATION

7. The Final Examination is organized after completing all the subjects provided for in the study programme, passing all the examinations/final tests and completing the clinical practice in odontology.
8. The Final Examination task-preparation group consists of at least 5 lecturers of speciality subjects. The members of the Final Examination task-preparation group can be included in the composition of the Final Examination Commission.
9. A single variant of questions is prepared, consisting of questions from the question bank. The examination questions are presented in the Moodle learning environment.
10. The tasks for the final speciality examination are formed according to the content of the subjects studied in the study programme Odontology.
11. The structure of the Final Examination. The examination tasks consist of 100 test questions on speciality subjects. The list of theoretical topics of the subjects to be tested during the Final Examination is provided in the Moodle platform.
12. The date of the Final Examination is announced at least 30 calendar days before the start of the examination.

V. ORGANIZATION OF THE WORK OF THE EXAMINATION COMMISSION

13. The Commission on the Final Examination in odontology (hereinafter the Commission) is formed by the Dean of the faculty and approved by the order of the Rector of the LSMU. The Commission shall consist of a chairperson, a vice-chairperson, a secretary and members.
14. Functions and responsibilities of the Commission:
 - a. The Commission shall carry out the Final Examination, and the chairperson of the Commission shall organize the Commission's work.
 - b. The Commission is responsible for the objectivity of the implementation of the Final Examination and the evaluation of the tasks performed in the Final Examination.
 - c. The members of the Commission shall supervise the execution of the exam.
15. Functions of the chairperson of the Commission:
 - a. During the examination to control the execution of the exam, to solve any problems encountered.
 - b. To supervise the progress of the examination.
16. Functions of the vice-chairperson of the Commission:
 - a. To substitute the chairperson of the Commission when he is absent for important reasons.
 - b. To supervise the progress of the examination.
17. Functions of the secretary of the Commission:
 - a. To verify the student's identity before the exam if possible.

- b. To fill in the Final Examination protocol and the Final Examination register.
 - c. To perform the other tasks specified by the chairperson.
18. Functions of the Commission members (evaluators):
- a. To evaluate the completed tasks of the Final Examination.
 - b. To be responsible for the objectivity of their evaluations.
 - c. To participate in the supervision of the examination.
 - d. To perform other tasks specified by the chairperson of the commission.

VI. DOCUMENTATION OF THE FINAL EXAMINATION

19. The Final Examination test tasks in the Moodle learning environment and task sheet – the documents that present the Final Examination tasks and in which the student submits the answers to the completed tasks.
20. The protocol of the meeting of the Final Examination Commission (hereinafter the Protocol) – the document of the Final Examination, which provides information on the course of the examination, lists the data of the students' Final Examination tasks and final evaluations.
21. Final Examination register – a document in which the results of the Final Examination are entered.

VII. IMPLEMENTATION OF THE FINAL EXAMINATION

22. The Final Examination shall be conducted in the Moodle learning environment remotely. The Final Examination shall be organized by the Final Exam Commission.
23. The evaluatees cannot know the tasks of the Final Examination before the assessment of students' achievements is conducted. The confidentiality of the assessment tasks is the responsibility of the lecturers preparing the assessment tasks, the Examination Commission and the Dean of the Faculty of Odontology.
24. The duration of the Final Examination is suggested by the units (departments) that prepare the Final Examination tasks. Following the suggestions, the commission determines and approves the duration of the Final Examination. The duration of the final examination (answers to the questions of the Final Examination) shall not exceed 3 hours.
25. The start and end times of the exam must be indicated in the Moodle learning environment, in the section: "Final Examination", Odontology, 5th year. The start of the exam must be registered when access to the Final Exam tasks is opened in the Moodle learning environment and all examination tasks are announced; the end time of the exam is registered when the connection to the Final Examination tasks is closed in the Moodle environment. One attempt is possible to take the Final Examination.

26. To access the Final Examination tasks, students must use the LSMU e-mail: name.surname@stud.lsmu.lt. The chairperson of the Examination Commission must ensure a proper examination course.
27. Persons appointed by the University, faculty administration or delegated by the Student Representative Office may participate in the assessment and observe its course and procedures. The organization and evaluation of the Final Examination must not contradict the valid LSMU Regulation of Studies.
28. The secretary of the Examination Commission shall record the final results in the Protocol and examination register.
29. If the Final Examination does not take place due to technical issues, within 2 working days the student will be given a second attempt to take the Final Examination at the LSMU premises.

VIII. BEHAVIOUR OF THE EXAMINATION COMMISSION AND STUDENTS DURING THE FINAL EXAMINATIONS

30. Any action during, before or after the Final Examination that allows oneself or another person to gain an unfair advantage (benefit) over other persons during the Final Examination is not allowed.
31. During the Final Examination it is forbidden:
 - To have or use impermissible sources of information.
 - To receive impermissible assistance from others or to give impermissible assistance to others (textual, verbal, gestural, technical means, etc.).
32. For the student, due to his/her improper behaviour during the Final Examination, a “non-certified” record is entered in the Final Examination protocol. In this case, the student's further studies or his/her expulsion from the University shall be conducted following the procedure established by the Regulation of Studies.

IX. EVALUATION OF THE FINAL EXAMINATION

33. Not later than on the fourth workday after the Final Examination, the results are entered into the register and the documentation is filled in, and on the fifth day the final results are published.
 - a. the final evaluation of the examination results in grades is approved at the meeting of the Examination Commission. A meeting of the Commission is valid if at least half of the members of the Commission are present;
 - b. the evaluation grades correspond to the description of the evaluation of the achievements following the LSMU Regulation of Studies valid at that time;

- c. the examination is considered passed if students show at least the minimum required level of objective achievement.
34. The structure of the Final Examination assessment: assessment is conducted in the form of a task test, which makes 100% of the overall examination assessment.
 35. A student who has not passed or taken the Final Examination may take the examination only after he/she renews his/her studies following the procedure provided for in the valid LSMU Regulation of Studies.

X. APPEALS

36. Appeals regarding the results and procedures of the Final Examination evaluation shall be brought to the Rector of the LSMU within one workday from the announcement of the results.
37. The appeals shall be brought in written. They should indicate the evaluation parts or procedures, regarding which the disagreement is expressed.
38. An appeal commission shall be formed by the order of the Rector not later than in 3 workdays after the receipt of the appeal and the terms of the appeal examination shall be determined.