

Instructions-rules for passing OSCE

The organizational and technical support of the exam is carried out with the involvement of responsible persons from among employees (coordinators of OSCE, coordinators of OSCE stations, staff of simulation centers, heads and teachers of specialized departments, etc., as well as the secretariat of the examination commission for the period of the examination period, the functional duties of which are determined by the Regulation on conducting OSCE at the VNMU, the staff is appointed by relevant orders or official orders of the head of the institution.

Before the start of the exam, the OSCE coordinator by specialty must first check the location and numbering of each station; provision of each station with necessary equipment and materials; the presence of all examiners at the relevant stations; check - the presence of all scheduled standardized patients; check the readiness of teachers to instruct students; readiness of assistants.

Examiners and students should arrive at the exam venue (university simulation center) 30 minutes before the exam begins. Approximate instructions are given to each group separately.

The station number is clearly indicated on the door of each room (location).

The exam begins according to the schedule and in accordance with the approved schedule.

At the same time, the exam consists of one examination group of students, which is formed depending on the number of exam stations.

Students who have appeared on time, dressed in medical clothing (gown or surgical suit and changeable shoes), gloves, and have a document certifying their identity (passport of a citizen of Ukraine, student card, score book, etc.) are allowed to take the exam (for foreigners) – passport or student ID card). A student who is late is not allowed to take the exam. If a student is absent from the exam, he is given the opportunity to retake it at a specified time, in accordance with the approved schedule in accordance with the Regulation on conducting OSCE in higher education institutions.

During the exam, the student passes all stations in sequence according to the route sheet received. The task execution time at each station is fixed. The break between stations of one discipline is at least 1 minute. The duration of the exam for one examination group depends on the number of stations, the duration of work at each of the stations. Execution of tasks at the stations begins and ends at the signal of the bell or the tutor's announcement.

Students arrive 30 minutes before the start of the exam for registration and briefing. During registration, the identity of the student is identified. The student is assigned an identification number, noted in the individual badge and given to the student. The student also receives a route sheet (an individual scheme of the order of passing the exam stations). During the briefing, students are introduced to the rules for conducting OSCE, the format of the exam, the order of stations, etc.

Students sign a document on confidentiality and non-disclosure of tasks, as well as on awareness of the constant video and audio recording of all stages of the exam.

The exam takes place with the provision of unconditional compliance with the Algorithm of actions during the arrival of the signal "Air alarm" and other warning signals, namely: suspension of the exam, notice to students, organized under the

guidance of teachers conducting the exam, proceed to the shelter of civil protection and stay there until cancellation signal. The teacher must inform the students about further actions after canceling the signal: continue or reschedule the exam. The question of rescheduling the exam to another time and day is decided by the head of the DEC.

During the exam, students are prohibited from communicating with each other, with examiners, using educational and auxiliary materials, and using gadgets. If a student violates the above-mentioned norms, his examination will be suspended, the grade for the examination will be "failed" (violation of the rules of academic integrity).

The procedure for removing students, examiners and employees of higher education institutions from OSCE

A student may be suspended from passing OSCE in the following cases:

- use of a mobile phone, other gadget, or other media after the beginning of the stations and before the end of the exam;
- recorded fact of students talking to each other while passing the stations;
- the recorded fact of the student's conversation with the examiner during the exam, if it is not due to the performance of the task at the station;
- a recorded attempt by a student to copy a station assignment to any media;
- violation of the norms of ethics and moral code of ZVO.

If a student who has completed the exam is found to have passed on any information about the exam to other students or to any other person, the student's exam results will be canceled and he or she will be deemed to have failed the exam.

A member of the examination commission may be removed from work in the examination commission of OSCE in the following cases:

- the use of a mobile phone, other gadget, or other media during the student's visit to the station (except when it is determined by the station's task);
- a recorded fact of the student's conversation with the examiner during the exam (if it is not due to the performance of the task);
- a recorded attempt by a member of the examination commission to copy the station's current assignment to any media;
- violation of the norms of ethics and moral code of Institution of Higher Education

If it is recorded that the teacher participating in the OSCE passed any information about the current composition of tasks at the stations to students or any other persons, the employee will be suspended from further work at the OSCE.

The person who recorded the violation provides the chairman of the commission with a statement according to the appropriate sample. The decision to suspend the examiner or cancel the student's exam results is made at a meeting of the examination commission.

Before starting work at the station, the student should familiarize himself with the brief instructions for performing tasks at the station. After the call, the student goes to the station where he performs the task.

If the student did not cope with the task within the allotted time, he must interrupt his work and go to the next station, if he coped with the task before the deadline, he remains in the room (at the location) until the buzzer or the tutor's announcement.

The examiner fills out a separate checklist or rating scale for each student, where he notes the student's identification number, which is indicated on his badge. The student's personal data (surname and first name) are not recorded on the checklist.

The examiner does not interfere (does not communicate) in the process of completing the task, but only evaluates the student's actions, making notes about it in the checklist.

The examiner can contact the student if it is provided for by the instruction for the teacher or if he discovers violations of safety rules, rules of conduct or in other unforeseen situations.

The student can contact the examiner if this is provided for in the instructions for the student or in case of deterioration of health or in case of other force majeure circumstances.

After passing the exam, the examiners hand over the check-lists (control sheets) or evaluation (rating) scales to the students of one group to the secretariat, which enters the information into the relevant accounting forms (information, tables). If the assessment is conducted electronically, the information is sent to the secretaries online automatically. The examination board approves the results and certifies their authenticity. In case of any doubt, the results are subject to re-checking. In the future, the information/tables are transferred to the dean's office.

The results of the exam are summarized. Any problems that arose during the organization and conduct of the exam should be considered and taken into account when preparing for the next exam. Suggestions that could improve the efficiency of further examinations should be taken into account.

The results of clinical tasks performed by students in the exam should be discussed by teachers and examiners, so that the identified shortcomings are taken into account and taken into account to improve student learning.

When predicting the remote form of OSCE conduct (deterioration of the security situation, quarantine or the impossibility of the student to pass OSCE offline), students must be warned in advance and informed about the exam with a virtual patient or video scenarios (depending on the specialty) and receive the necessary technological information-consultation on the specifics of using a virtual patient or video scenarios.

The results of the exam are announced to students within a day of the day of its completion.