

Scheme of Assessment

MBBS Final Year (F Year) 2022-23

Overview

1. This Scheme of Assessment describes the form of final assessments for the MBBS degrees ('Competence for Clinical Practice') to complete certification of competence to practise medicine safely, initially under supervision in a Foundation Year (F1) post.
2. The fifth year of the MBBS 5-year stream and fourth year of the MBBS 4-year stream shall be known as the Final Year (F Year). During this year the students on both streams will undertake identical assessments.
3. In accordance with the GMC assessment guidance, assessment in the MBBS programme will be across three domains, namely:
 - Professional Knowledge (PK)
 - Professional Skills (PS)
 - Becoming a Doctor (BD)
4. A student may only have **ONE** discretionary 3rd attempt during the entire MBBS Programme. Under the *procedure for consideration for a final discretionary attempt at an assessment*, Boards of Examiners will have the authority to approve a discretionary third attempt if a candidate meets programme-specific fast-track criteria. For candidates who do not satisfy the programme-specific fast-track criteria, a Discretionary Panel of Senate will consider the student's application for a discretionary third attempt. Detailed information about the fast-track criteria, procedure and timescales is published by Student Conduct & Compliance.

Definitions

5. An **Assessment** may comprise a written exam, practical assessment or portfolio of assessed work. This section refers only to assessments in the Professional Skills (clinical competency assessments, CCA (previously called objective structured clinical examination, OSCE) and Professional Knowledge (written exams such as year-specific knowledge tests, YSKT) domains.
6. A **Sitting** refers to the set of linked assessments that are administered within a period commencing at the time of the first assessment within that set and concluding at the time of the final assessment within that set. The Scheme of Assessment indicates the linkage between assessment, and by extension defines the sittings within the course.
7. An **Attempt** is defined by any of:
 - 7.1. Full completion of the set of assessments within a sitting (or split between two sittings, if approved under the mitigating circumstances or appeals procedures), irrespective of outcome.
 - 7.2. Partial unsuccessful completion of any of the assessments within a sitting, regardless of how much of each assessment is completed.
 - 7.3. Non-completion of any of the assessments within a sitting, if this is not formally approved through the mitigating circumstances procedures or by discounting of an assessment attempt through the SGUL appeals process.
 - 7.4. Inability to complete an assessment within a sitting due to late arrival.

All attempts will stand unless the attempt is subsequently discounted following a formal decision reached through the appeals procedure.

8. Split attempts

Candidates entering a sitting are required to undertake all assessments within that sitting. In exceptional circumstances (for example, an approved mitigating circumstances request due to acute illness arising within a sitting), a candidate may undertake some but not all assessment elements within the sitting. The candidate may then undertake the remaining assessment(s) at the next available opportunity, and this will be regarded as a single attempt at the sitting (split across two sitting periods). If the candidate is unsuccessful in any assessment within the split attempt, they may resit the assessment(s) in which they were unsuccessful at the next opportunity or repeat the year (subject to the provisions set out in the Scheme of Assessment). In either case, irrespective of whether any assessments within the previous split attempt were graded Acceptable, entry to the subsequent sitting will be a new (second or third) attempt.

For the avoidance of doubt, a candidate cannot have a different number of attempts for different assessments within a sitting. For example

- In T, P or F years, they cannot be on second attempt at the YSKT but only first attempt at the CCA within the same sitting. It is the number of prior attempts at the *sitting* of the set of linked assessments (as defined above) that is used to determine the attempt number.

The final decision on the number of attempts taken will be ratified by the Board of Examiners for each sitting.

Some examples:

- i. A candidate sits the YSKT in F year at first attempt in the first sitting but has an acute illness precluding them doing the CCA in the same sitting. The candidate passes the YSKT and, following approval of a mitigating circumstance application, the candidate is allowed to take the CCA at the next sitting. As they have passed the YSKT element in the first sitting, and mitigating circumstances were approved in respect of their non-attendance at the CCA, their completion of the CCA in the next sitting would be regarded as a single (split) attempt at this set of assessments.
- ii. A candidate sits the YSKT in F year at first attempt in the first sitting but has an acute illness precluding them doing the clinical assessment in the same sitting. The candidate fails the YSKT and is therefore required to repeat the YSKT at the next sitting, together with the CCA that they have not yet undertaken. As their partial unsuccessful attempt in the first sitting constituted an attempt as defined by criterion 7.2, above, they will be entering the next sitting at second attempt.

9. Mitigating circumstances and deferral

The ability to undertake an assessment is based upon candidate self-declaration of being fit to sit. If a candidate commences an assessment, they are deemed to have undertaken that assessment for the purposes of defining an attempt (section 2).

If a candidate submits a mitigating circumstances application in advance of an assessment, and that application is approved, the candidate can be withdrawn from the assessment (and other assessments within the sitting, as applicable), unless they request to sit but have their circumstances taken into consideration should they fail and need a 3rd Discretionary attempt. Once withdrawn, a candidate will not be able to re-enter the same assessment (or sitting, as applicable). Approved withdrawal from a whole sitting will not constitute an attempt at that sitting. Candidates who have unforeseen circumstances develop during the assessment (e.g. acute illness) that they believe may have affected their performance, should submit

mitigating circumstances within 5 days of taking the exam, before results are released. The attempt will count, but if approved, the circumstances taken into consideration should they fail and need a 3rd discretionary attempt.

Summative Assessment

10. The Professional Knowledge (PK) domain will assess knowledge and application of knowledge. This domain will test knowledge and application of knowledge that will be essential to their safe and effective function as F1 doctors.

The Professional Skills (PS) domain is tested using an Clinical Competency Assessment (CCA) and will assess clinical communication and clinical skills. The content examined will be synoptic and will include teaching from earlier years and skills acquired during attachments.

The Becoming a Doctor (BD) domain will assess whether students are developing the ability to apply knowledge in the clinical workplace as well as the behaviours and skills required by medical professionals. Feedback will be provided across four main elements: attendance, other professional behaviour, the clinical workplace portfolio and student selected component (SSC)/projects.

Professional Knowledge (PK)

11. The written examination will consist of two components, a Prescribing Safety Assessment (PSA) and Knowledge Proficiency Test (KPT). The Knowledge Proficiency Test will test the application of knowledge required for F1. The Prescribing Safety Assessment will test prescribing skills required for F1.
12. The Prescribing Safety Assessment will normally consist of SBAs, SAQs or other response items. Candidates will have access to the British National Formulary.
13. The Knowledge Proficiency Test will normally consist of SBAs, SAQs or other response items.
14. The length and format of the Knowledge Proficiency Test will be announced in advance of the assessment by the Year/Domain Lead. In addition, the Year/Domain Lead will provide information in terms of computer-marked versus free-text question styles.
15. The length and format of the Prescribing Safety Assessment will be announced by the British Pharmacological Society and MSC Assessment in advance.

Written Examinations Marking Arrangements and Standard Setting

16. The pass standard for Prescribing Safety Assessment and the Knowledge Proficiency Test will be set separately. Pass standards for the Knowledge Proficiency shall be determined using standard setting (using recognised methods) and the percentage value shall be rounded to one decimal place. This will normally be determined by the Angoff method (see paragraph 11). Pass standards for the Prescribing Safety Assessment shall be determined by the British Pharmacological Society and MSC Assessment.
17. In regard to the standard setting method referred to in the above paragraph, it may not be statistically reliable to choose the method listed, given the variables (e.g. cohort size) of the particular assessment in question. In these cases, an alternative recognised method would be selected to suit the variables of the assessment.

18. Marks for candidates shall be rounded to one decimal place when being compared with the pass mark for both components (e.g. 51.15 will be rounded up to 51.2 and 51.14 will be rounded down to 51.1).

Written Examinations Progression Requirements

19. Candidates will be required to achieve a grade of Acceptable in both the Prescribing Safety Assessment **and** Knowledge Proficiency Test, in order to pass the written examinations element.
20. Candidates will be graded one of the following categories for the written examinations:
- **A (Acceptable):** the numerical passmark or above for the Prescribing Safety Assessment **and** Knowledge Proficiency Test.
 - **U (Unacceptable):** below the numerical passmark for the Prescribing Safety Assessment **and/or** the Knowledge Proficiency Test.
21. A candidate, whose grade in the written examinations is **Acceptable** shall have passed the Final Year and may graduate from the MBBS course provided they also meet the requirements of paragraphs 31-33 and 45-49.
22. A candidate, whose grade in the written examinations is **Unacceptable** will be required to forego the student arranged formative Final Year Elective (see paragraph 51) and enter the resit written examinations in the F Year resit assessment period or may choose to repeat the Final Year and sit all domains of assessment (see paragraph 61).

Written Examination Resit

23. The written examinations resit will normally take place at the end of the Final Year.
24. Candidates will be required to re-sit only the examinations failed (Prescribing Safety Assessment **and/or** the Knowledge Proficiency Test).
25. A candidate, whose grade in the written resit examination is **Acceptable** shall have passed the Final Year and may graduate from the MBBS course, provided that they also meet the requirements of paragraphs 31-33 & 45-49.
26. A candidate, whose grade in the written resit examination is **Unacceptable** is deemed to have failed the domain and therefore the programme. Such students may be eligible for a 3rd discretionary attempt, in accordance with the *procedure for consideration for a final discretionary attempt at an assessment* (see paragraph 4).
27. Candidates granted a final 3rd attempt would be required to repeat the Final Year and sit all domains of assessment, regardless of whether they have passed the domain in a previous academic year (see paragraph 60).

Professional Skills (PS) (CCA)

28. The CCA will normally be no less than 12 stations and no less than 150 minutes in testing time.
29. The length and number of stations will be announced in advance of the assessment by the Year/Domain Lead.

CCA marking arrangements and standard setting

30. The pass mark for the CCA shall be determined using standard setting (using recognised methods). The pass standard will normally be determined by the borderline regression method (see paragraph 26).
31. In regard to the standard setting method referred to in the above paragraph, it may not be statistically reliable to choose the method listed, given the variables (e.g. cohort size) of the particular assessment in question. In these cases, an alternative recognised method would be selected to suit the variables of the assessment.
32. The resulting pass mark for each station (out of 100) will be rounded to one decimal place. These marks will be added together and converted to a percentage to give the overall numerical passmark for the CCA, which is calculated to one decimal place.
33. Candidates will be given a mark out of 100 for each station, calculated to one decimal place. These marks will be added together and converted to a percentage to give the overall numerical mark for the CCA, which is calculated to one decimal place.
34. In order to attain the pass standard, candidates are required to achieve the numerical pass mark for the examination **and** pass 65% of stations (rounded to the nearest whole number). For a 15 station CCA, students must pass at least 10 (rounded up from 9.75) stations. If it were a 10 station CCA, students must pass at least 7 (rounded up from 6.5) stations.
35. Candidates who demonstrate dangerous, inappropriate or unsafe practice(s) will have their performance considered by the Board of Examiners, regardless of whether the candidate has achieved the pass standard for the examination. The Board of Examiners will decide whether or not a candidate in this situation will pass the Professional Skills (PS) domain.

CCA Progression Requirements

36. Candidates **at the end of the CCA** will be graded one of the following categories:
 - **A (Acceptable):** the numerical passmark or above **and** pass 65% or more of stations
 - **U (Unacceptable):** below the numerical passmark **and/or** pass less than 65% of stations
37. A candidate, whose grade in the CCA is **Acceptable** shall have passed the Final Year and may graduate from the MBBS course provided they also meet the requirements of paragraphs 14-17 and 44-47.
38. A candidate, whose grade in the CCA is **Unacceptable** will be required to forego their student arranged formative Final Year Elective (see paragraph 51) and enter the CCA Resit Examination in the F Year resit testing period or may choose to repeat the Final Year and sit all domains of assessment.

CCA Re-sit Examination

39. The CCA Resit Examination will normally take place at the end of the Final Year.
40. A candidate whose grade in the CCA Re-sit Examination is **Acceptable** shall have passed the Final Year and may graduate from the MBBS course, provided they also meet the requirements of paragraphs 14-17 and 44-47.
41. A candidate whose grade at the CCA Re-sit Examination is **Unacceptable** is deemed to have failed the domain and therefore the programme. Such students may be eligible for a 3rd discretionary attempt, in accordance with the *procedure for consideration for a final discretionary attempt at an assessment* (see paragraph 4).
42. Candidates granted a final 3rd attempt would be required to repeat the Final Year and sit all domains of assessment, regardless of whether they have passed the domain in a previous academic year (see paragraph 63 - 65).

Becoming a Doctor (BD)

43. Candidates will be considered across four main elements: attendance, other professional behaviours, the clinical workplace portfolio and the SSCs/projects.
44. Individual requirements for each placement and element will be published in advance by the Year/Domain Lead.

Becoming a Doctor (BD) Marking Arrangements and Standard Setting

45. The assessments within this domain will be assessed by the relevant Educational Supervisor or a nominated deputy.
46. In the Final Year, students will be expected to perform the designated list of practical procedures with patient permission, in a safe, correct manner, and achieve the relevant defined outcome for each procedure.
47. Students will not be able to compensate across the four elements: attendance, other professional behaviour, the clinical workplace portfolio and the SSC/projects.
48. The Becoming a Doctor Progress Meeting will meet twice yearly to discuss students displaying poor professional behaviour (including attendance). The Becoming a Doctor Grading Committee will report to the Board of Examiners any unsatisfactory performance within the domain via the allocation of a grade for 'other professional behaviour', and subsequently an overall grade for the domain, for all students. The Becoming a Doctor Grading Committee will automatically consider all students progressing to F Year with an overall grade of Borderline Acceptable from P Year. The Becoming a Doctor Progress Meeting may consider any evidence assimilated from the point of entry to the MBBS programme.

Becoming a Doctor (BD) Progression Requirements

49. Candidates will be graded one of the following categories for each of the elements (attendance, other professional behaviour, clinical workplace portfolio and SSC/projects) at the end of the Becoming a Doctor (BD) domain:
 - **A (Acceptable)**
 - **U (Unacceptable)**

50. Grades achieved across the year will be assimilated into a matrix across 4 assessed elements (attendance, other professional behaviours, clinical workplace portfolio and SSC/projects).

Attendance	Other Professional Behaviours	Clinical Workplace Portfolio	SSC/projects/ elective proposal / QoP form or learning diary (as required) / reflective essay (when required)	End of Year Grade for Domain
A, U	A, U	A, U	E, A, U	← Available Grades
A	A	A	E	Acceptable
A	A	A	A	Acceptable
Any Unacceptable grade for any element (in any combination) will result in an Overall End of Year BD Grade of Unacceptable				Unacceptable

51. A candidate, whose grade in the Becoming a Doctor (BD) domain is **Acceptable** upon completion of the rotational clinical attachments shall have passed the Final Year and may graduate from the MBBS course provided that they also meet the requirements of paragraphs 14-17 and 31-33.
52. A candidate, whose grade in the Becoming a Doctor (BD) domain is **Unacceptable** upon completion of the assessment for this domain will be required to defer the first sitting of the written examinations and CCA and will forego the student arranged formative Final Year Elective. An Unacceptable grade in this domain at first attempt constitutes an assessment attempt for all domains. Candidates will be given the option to enter the re-sit period or may choose to repeat the Final Year, either of which constitutes a second attempt at F year assessment for all domains.

Where there is insufficient time to repeat attachments during the Final Year Elective period, students will be required to repeat the Final Year and sit all domains of assessment as a second attempt.

Becoming a Doctor (BD) Re-sit Assessment

53. The requirements for the re-sit period (e.g. clinical attachment, attendance) will be determined on a case by case basis, by the Academic Year Lead and the Becoming a Doctor (BD) Domain Lead or their nominee(s).
54. A candidate, whose grade in the Becoming a Doctor (BD) domain resit assessment is **Acceptable** shall have passed the Final Year and may graduate from the MBBS course, provided they also meet the requirements of paragraphs 14-17 and 44-47.
55. A candidate, whose grade at the Becoming a Doctor (BD) domain is **Unacceptable** is deemed to have failed the domain and therefore the programme. Such students may be eligible for a 3rd discretionary attempt, in accordance with the *procedure for consideration for a final discretionary attempt at an assessment* (see paragraph 4).
56. Candidates granted a final 3rd attempt would be required to repeat the Final Year and sit all domains of assessment, regardless of whether they have passed the domain in a previous academic year (see paragraph 63 - 65).

Interruption of Studies (IOS) and Becoming a Doctor (BD)

57. If a candidate is on IOS or takes an IOS between the end of year BD grading committee and the associated Board of Examiners (BoE) they will not receive a formal BD grade and it will not count as a BD assessment attempt.
58. If a candidate is on IOS at the time of a grading committee for their end of year assessment, their BD components will be discussed at the grading committee, and formative feedback given to the candidate with an indicative grade of what would have been awarded if they had continued
59. If a candidate is on IOS, all elements of a candidate's BD portfolio may be carried over to the subsequent grading committee for the academic year they return to study – this will be determined on a case-by-case basis.
60. The formal BD grading will be determined by the BD grading committee for the academic year they return to study from IOS.
61. Ratification of BD results will only occur at the BoE when candidates have returned from IOS and taken all other required assessments.

Final Year Elective

62. *The Final Year elective will be a formative, compulsory assessment. Assessment for the Final Year Elective will comprise the following:*

*-a summative **elective proposal**, which must be signed off as approved before entry to final assessment. **The final dates of approval will be at different allocated times for students who are doing a longitudinal elective.***

- submission of a **QOP form** (by the elective supervisor, for electives with a supervisor) **OR a Learning Diary** (for electives without a supervisor) at the end of the elective*
- a **Reflective essay** is also required to be submitted for longitudinal electives*
- see below for requirements for both longitudinal and non-longitudinal electives*

Non-longitudinal electives	Longitudinal electives
Proposal form	Proposal form
QoP form (if supervised) OR	QoP form
Learning diary (if unsupervised)	Learning diary
	Reflective essay

Transition from a previous Scheme of Assessment

63. Students who first registered for the MBBS before October 2007 (for the 5-year stream) and September 2008 (for the 4-year stream) but who took an Interruption of Study or an Intercalated BSc will be required to resume their studies by joining the new MBBS Programme, including its assessment and progression regulations.

Merits and Distinctions

64. Candidates who pass all domains (and the Final Year Elective) in F Year and are awarded the MBBS degree will be eligible to be considered for the award of a St George's Mark of Merit or a University Distinction, in the following four disciplines:

- Medical Sciences (on the basis of performance in the Clinical Science years)
- Clinical Science (on the basis of performance in the Transition Year)
- Clinical Specialties (on the basis of performance in the Penultimate Year)
- Clinical Practice (on the basis of performance in the Final Year)

A candidate awarded a Distinction in a discipline cannot also be awarded a Merit in that discipline. Merits and Distinctions are only awarded to those completing the degree.

65. For the sole purpose of calculating Merits and Distinctions, a final mark for the Final Year shall be determined, using the weightings specified in the table below:

	F Year (Clinical Practice)
KPT	25
PSA	25
CCA	50
TOTAL	100

66. A Distinction in Clinical Practice will be awarded to candidates in the top 10%, i.e. the 1st decile, of the cohort in the Final Year. This will be based on the final weighted percentage mark, rounded to one decimal place (see paragraph 55). Candidates must pass at 1st attempt in order to be eligible for a distinction. Candidates must also achieve a grade of Acceptable in the Becoming a Doctor (BD) domain at first attempt.

67. A Merit in Clinical Practice will be awarded to candidates in the 2nd decile of the cohort in Final Year. This will be based on the final weighted percentage mark rounded to one decimal place (see paragraph 55.) Candidates must pass at 1st attempt in order to be eligible for a merit. Candidates must also achieve a grade of Acceptable in the Becoming a Doctor (BD) domain at first attempt.

68. Candidates who defer entry to an examination and sit their first attempt with the resit cohort will be ranked alongside first attempt candidates from the main cohort and then awarded a Merit or Distinction according to where they rank with the main cohort (i.e. 1st or 2nd decile). A candidate who defers entry to an examination more than once, will be ranked alongside the most recent main cohort.

Repeat of the Final Year

69. A candidate, who has not passed all domains of assessment by the end of an academic year at first attempt, and regardless of any extenuating circumstances, will be required to repeat the Final Year in full the next academic year. The repeat year will be considered a second attempt.

70. A candidate, who has not passed all domains of assessment by the end of an academic year, at second attempt, will be required to apply to the Discretionary Panel for a third and final attempt. If the discretionary attempt is granted the candidate will be required to repeat the Final Year in full the next academic year (see paragraph 64). The repeat year will be considered a third attempt.

71. A candidate repeating the Final Year will be required to complete all assessment domains and the Final Year Elective, regardless of whether they have passed these in a previous academic year (see paragraph 63).
72. When repeating the Final Year, candidates will be required to select a new topic for the SSC FY.

Students re-enrolling/re-joining a year of a programme following an approved period of absence OR students who are required/have elected to repeat a year

73. Any candidate re-enrolling/re-joining a year of a programme following an approved absence (e.g. interruption of studies), will be examined in accordance with the scheme of assessment in place in the academic year in which the re-enrolment/re-joining takes place.
74. Any candidate required to repeat a year or any candidate who elected to repeat a year, will be examined in accordance with the scheme of assessment in place in the academic year in which the repeat year takes place.
75. The Prescribing Skills Assessment (PSA) needs to have been passed within 2 years of graduating to be valid for Foundation School – if the most recent successful PSA attempt is more than 2 years before the date of award, the student will be allowed to graduate (as long as all domains have been passed) but will be required to repeat and pass the PSA again by the end of F1 year.
76. Procedural workplace based assessments (DOPs) will have a valid life-span of 2 academic years from the Board of Examiner at which they were ratified (regardless of reason for interruption of studies) to protect against skill fade and changes to clinical practice – students who return from an approved period of absence where their most recent procedural assessments are more than 2 academic years from when they re-join will be required to repeat all mandatory DOPs for the year of study in which they return.
77. Any candidate returning from an approved absence (e.g. interruption of studies) part way through an academic year will have their assessment requirements (i.e. the assessments in which they will be formatively and summatively examined) determined on a case-by-case basis by the academic decision of the Interruption of Studies panel. See paragraph 66 regarding workplace based assessments.

Board of Examiners

78. There shall be an MBBS Board of Examiners constituted in accordance with the General Regulations for Students and Programmes of Study.
79. The Board of Examiners has ultimate responsibility for the standard of the examinations and their fair and proper conduct.
80. The Board of Examiners will ratify the award of MBBS to eligible students.

External Examiners

81. There is a detailed job description for External Examiners, available separately.
82. External Examiners will be invited to attend the meeting of the Board of Examiners and the Becoming a Doctor Grading Committee.

83. The Chief Examiner shall co-ordinate production of an annual report on the conduct and standard of the examinations to the Chair of the Board of Examiners and the Course Committees.