

Rules binding for the examination in otolaryngology for 6th year students of the Faculty of Medicine

Part I: Introduction

1. The examination is a form of obtaining credits for the course in otolaryngology for 6th year students of the Faculty of Medicine.
2. The Department of Otolaryngology of the NCU CM in Bydgoszcz is responsible for conducting the examination.
3. The examination is conducted in the test form to verify the theoretical knowledge of otolaryngology in the scope stipulated in the course curriculum for students of medicine.
4. The test examination covers 40 questions (single choice test - only ONE answer is correct, with four options provided).
5. The retake examination is conducted in the oral form, and the date is compliant with the study regulations at the NCU.

Part II: Conditions allowing taking the examination

1. The student sits an examination after passing a module in otolaryngology with the lecturer coordinating a given group.
2. The credit MUST be confirmed by means of a relevant entry in the student record book.
3. Failure to meet the aforementioned conditions shall result in not allowing the student to take the examination with all related consequences. *.

* A fail, and the need to take the examination on a different set date, providing for the validity of the rules (Part I, Section 5).

Part III: The course of the examination

1. The students enter the examination room within 60 minutes before the test starts.
2. Each student upon entering the examination room must confirm their identity and credits obtained for passing a given module in otolaryngology pursuant to their own student record books with the holder's photograph and a relevant entry confirming the credit.
3. Persons who do not have a valid credit entry are not allowed to enter the examination room and take the examination (Part II, Section 3 *).
4. After the student's identity and the credit for passing a module in otolaryngology are confirmed, the student is given an examination sheet with a relevant personal code No.
5. One's personal code No is to be remembered.
6. Members of the examination board help the students to take their seats in the examination room.
7. After taking their seats, the student is to read the instructions on solving the test and on the manner of marking the selected answers properly. This information and the personal code are provided on the answer sheet (Attachment No 1).
8. Members of the examination board give one test copy to each student: persons with odd personal code Nos are given Version I of the test, and persons with even personal code Nos

are given Version II of the test.

9. Persons sitting adjacent to one another cannot get the same version of the test.

10. After test copies are distributed, the chair of the examination board announces the start of the examination.

11. THE DURATION OF THE TEST EXAMINATION IS 50 MINUTES.

12. During the examination, except for emergency cases, the students are not allowed to leave the examination room.

13. After the examination has been started, no persons other than members of the examination board are allowed to enter the examination room.

14. During the examination the members of the examination board can be addressed and called only by raising a hand.

15. If the student sitting the examination completes it before the set time limit, this person raises their hand, and then one of the examination board members approaches them and takes the answer sheet, the copy of the test and the student record book. Moving around the examination room on one's own with the answer sheet or a copy of the test is NOT ALLOWED.

16. After delivering the examination-related documents, the student leaves the examination room.

17. When the time allocated to complete the test is over, the chair of the examination board declares the end of the examination. At this point, any attempts at solving the test are prohibited.

18. Members of the examination board approach the student, and get the examination materials in compliance with Section 15 hereof. Then the student leaves the examination room.

19. EXAMINATION MATERIALS, I.E., THE ANSWER SHEET AND THE COPY OF THE TEST BELONG TO THE DEPARTMENT OF OTOLARYNGOLOGY AND TAKING THEM OUTSIDE THE EXAMINATION ROOM BY THE STUDENTS IS STRICTLY PROHIBITED.

Part IV: Results

6. The minimum number of points required for passing the test examination is specified by the Head of the Department.

7. The calculation of correct answers provided by the student into percentage points shall occur in compliance with the scale given (Attachment No 2).

8. The examination results are announced by presenting a list with the students' personal code Nos, the number of correct answers and grades at the Department of Otolaryngology on the day following the day of the examination.

9. Two days after the examination the students are given their student record books.

Part V: Breach of the rules

4. Persons who appear after the examination has started will not be allowed to take the examination and will bear the consequences in accordance with the rules (Part II, Section 3 *).

5. The students taking the examination must obey the instructions of the examination board members.

6. The examination should be conducted in a serious atmosphere of academic credibility (this also applies to the relevant dress code binding for the students).

7. The test should be solved on one's own. Talking to other persons is forbidden.

8. Mobile phones should be turned off so that they cannot be used. Using mobile phones and other communication devices during the examination is forbidden.

9. Eating and drinking beverages during the examination is prohibited.

10. Any notes, notebooks, bags, etc. should be left outside the examination room. The examination board is in no way responsible for personal items and belongings left by the students during the examination outside or in the examination room.

11. During the examination, except for random incidents, the students are not allowed to leave the examination room.

12. When the examination starts, persons other than members of the examination board cannot enter the examination room.

13. The chair of the examination board, considering the degree of violating the rules and insubordination of the student taking the examination, can order the persons who do not observe provisions of Sections 2, 3, 4, 5, 6, 7, 8 and 9 hereof to stop taking the examination and leave the examination room. This decision shall result in (Part II, Section 3 *) of the Rules.

14. Members of the examination board shall undertake every effort for the examination to be fair and impartial. If, however, the students taking the examination notice behaviours that could lead to false examination results, these persons are kindly asked to immediately inform in writing the Head of the Department of this fact. Personal details of the informants shall remain undisclosed.

Part VI: Technical errors

20. In the case of finding typographical errors preventing from providing correct answers, or content-related comments as to the test questions, the students taking the examination can voice a reservation ONLY during the test examination, which shall be recorded.

21. Reservations are to include the examination question number and a detailed description of content-related comments or typographical errors.

22. Reservations expressed shall be verified by the Department immediately after the examination, but prior to the calculation of results.

23. In the event that the reservation is accepted, the task indicated in the reservation shall be excluded from the calculation results, and this shall pertain to the results of all students taking the examination.

Part VII: Final comments

1. Any disputable issues not considered herein shall be solved by the Head of the Department, and the Rules and Regulations shall be considered.
2. Any questions regarding the examination are to be directed to the Head of the Department in writing via the Department's office.

No of the student:

Version No:

In each question, please select one correct answer. The answer is to be selected by checking a relevant box in a given question with a pencil – be careful and accurate while checking the box.

Example: (select B as the correct answer).

	a	b	c	D
1				

If the answer is to be changed, the wrong answer is to be erased and the correct one – checked.

Selecting more than one answer or erasing the wrong answer carelessly shall result in recognising the answer given as incorrect.