 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 1 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

**UNIVERSITY OF MEDICINE AND PHARMACY  
“UMF TIRGU MURES”**


**OPERATIONAL PROCEDURE**

PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS  
ON THE BASIS OF WRITTEN TESTS

**Code: UMFTGM-PO-DD-06  
Edition 01**

1. List of managers in drawing up, verifying and approving the edition or, as the case may be, the revision in the operational procedure edition:

	Elements concerning the officials/ the operation	Surname and name	Function	Date	Signature
	1	2	3	4	5
1.1.	Prepared	Lecturer dr. Orban Kis Karoly, PhD	Commission coordinator Drawing up/modification Regulation	24.05.2013	
1.2.	Checked	Prof. Imre Silvia, PhD	The Department of Quality Assurance	24.05.2013	
1.3.	Approved	The Board of Governors		27.05.2013	

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>  <b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Edition I
		Revision 0
		No. of copies 2
		Page 2 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

## 2. Editions and revisions in the operational procedure:

	Edition or, as the case may be, revision within of the edition	Component revised	Revision method	Date on which the provisions of the edition or edition revision apply
	1	2	3	4
2.1	Edition 1, revision 0	-	-	28.05.2013

## 3. List of persons at which the edition shall be disseminated or, as the case may be, the revision within the edition of the operational procedure

	Aim of dissemination	Copy No.	Office	Function	Surname and name	Date of receipt	Signature
1	2	3	4	5	6	7	8
3.1.	records archive	1	DQA			28.05.2013	
3.2.	information	Informative copy	RMC			28.05.2013	

## 4. Purpose of the operational procedure:

**4.1.** Regulates the way of conducting examinations on the basis of written tests in all departments at the University of Medicine and Pharmacy of Tirgu Mureș.

**4.2.** Gives assurances with regard to the existence of documentation suitable for carrying out the examination.

**4.3.** Ensures the continuity of the activity, also when there is staff fluctuation;

**4.4.** Supports auditing and/or other bodies empowered to audit and/or control, and the Rector, in decision taking.

## 5. Area of application:

**5.1.** The procedure applies to carrying out all examinations on the basis of written tests.


**5.4.** The procedure applies to all departments in the UMF of Tirgu Mures. The procedure is available to all employees who are members of the professorate of the UMF Tirgu Mures.

## 6. Reference documents (regulations) applicable to the activity in procedure

### 6.1. International regulations, international standards:

- SR EN ISO 9001:2008 "Quality Management Systems. Requirements"

- SR EN ISO 9000:2006 "Quality Management Systems. Basic Principles and Vocabulary"

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 3 of 13
Code: UMFTGM-PO-DD-06	Informative copy	

### **6.2. Primary legislation:**

- The Treaty of Lisbon (13 December 2007), entered into force from 1 December 2009.
- Treaties of the European Union which relate to the objectives of the Union and of the Communities and to the functioning of the Community institutions, together with the Annexes, protocols, declarations and other documents attached to them. Primary legislation is a fundamental part of the Community law and of the law system of the European Union because, on the basis and in accordance with these Treaties, all secondary legislation, as well as all the other acts of the European Union are generated. For this reason, primary legislation is the very core of the Union's constitutional frame and, along with principles of law, the most important in the hierarchy of the sources of the Community law

### **6.3. Secondary legislation:**

- Order 946/2005 - relating to the Code of Internal Control, including standards of management/ internal control to public entities and for the development of management control systems
- For all its objectives, necessary financial, material and human resources should be allocated. In this respect, Law No. 500/2002 on public finance


### **6.4. Other documents, including internal public entity rules:**

- *The Student's Learning and Professional Activity Regulation (UMFTGM-REG-15)*
- National Education Law No. 1/2011
- The Charter of the University of Medicine and Pharmacy of Tîrgu Mureș
- Government Emergency Ordinance No. 75/2011 regarding the amendment and completion of Government Emergency Ordinance No. 75/2005 regarding education quality assurance
- Internal decisions in force
- Job descriptions.

## **7. Definitions and abbreviations of terms used in the operational procedure:**

### **7.1. Definitions of the terms**

No.	Term	Definition and/or, where appropriate, the document which defines the term
1.	<b>Operational Procedure</b>	Presentation, in writing, of all steps to be taken, of working methods laid down, and of the rules to be applied with a view to the completion of the activity, with regard to the process
2	<b>Exam</b>	Method of examination in writing of the knowledge of students.
3	<b>Student</b>	Customer signed up for one specializations offered by UMF Tîrgu Mures.

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 4 of 13
	Code: UMFTGM-PO-DD-06	Informative copy


## 7.2. Abbreviations of the terms

No.	Abbreviation	The abbreviated term
1.	O.P.	Operational Procedure
2.	D	Drawing up
3.	V	Verify
4.	A	Approval
5.	Ap.	Application
6.	Ah.	Archive
7.	IMS	Integrated Management System
8.	SIC/MC	The System of Internal Control / Management Control of the UMF Tîrgu Mures
9.	The Commission	The Commission of monitoring, coordination and methodological guidance of the development of the System of Internal Control / Management Control
10.	UMF Tîrgu Mures	University of Medicine and Pharmacy Tîrgu-Mureș
11.	AC	Administrative Council
12.	DQA	Department of Quality Assurance
13.	QM	Quality Management
14.	R	Report


## 8. Operational procedure description:

(1.) Having regard to the principle of equal opportunities and in accordance with the Charter and internal rules of the University of Medicine and Pharmacy of Tîrgu Mureș all students have the right to a fair and equitable examination. This procedure defines a set of principles and rules for the examination required for all Departments of the University of Medicine and Pharmacy of Tîrgu Mureș (here in after referred to as the University), applicable to all University students (hereinafter referred to as students), regardless of faculty, specialization or year of teaching.

(2.) a. This Regulation does not change the provisions of Chapter IV (Assessment, transferable credits and student promotion) of The Student's Learning and Professional Activity Regulation, they still remain valid without exception.

 <p>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</p>	<p><i>Document Type: Operational Procedure</i></p> <p>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</p>	Edition I
		Revision 0
		No. of copies 2
		Page 5 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

- b. This Regulation lays down the methodology of written theoretical examinations (multiple choice tests, drafting type short or mixed, in accordance with Article 46. (1-2) of The Student's Learning and Professional Activity Regulation).
- c. Regardless of the form of assessment used, the examination of all students at a discipline must be uniform both in terms of difficulty, as well as from the point of view of the progress and the number of subjects questioned.
- (3.) At the theory test writing are admitted all students who meet all of the criteria required by the The Student's Learning and Professional Activity Regulation: they have met all their professional obligations during the year, the conditions of frequency at teaching activities, as well as the financial obligations towards the University.
- (4.)
- a. The schedule of written examinations shall be carried out on the basis of an agreement between course leaders and the year representatives with at least 2 weeks before the beginning of the exam session.
- b. The schedule for the examination shall be noted in the central schedule of theoretical examinations at the Dean's offices of each faculty in the University (hereinafter referred to as Dean's offices).
- c. Scheduling theoretical examinations may be carried out only in the session of exams in order not to interfere with the teaching activity from other disciplines. Exceptions are only subjects that have an assessment of coursework specified in educational plans as Assessment, purpose for which it will be carried out in the last two weeks of the semester.
- (5.) When booking the examination rooms the actual number of seats in the room shall be taken into account, which should be at least the double of the number of students assessed.
- (6.) An exam must be scheduled in the same day and at the same time for all the course sections of a language of teaching. In case of need the exam will be carried out simultaneously in several rooms.
- (7.) Exam rooms will be scheduled in a centralized manner at the Dean's offices, using a unique diagram for exam rooms for each of the days of the exam session. Exams can be scheduled between 8-20, starting every 3 hours.
- (8.)
- a. The set of questions used at an examination will be unique for all students of parallel course sections from a language of teaching, regardless of the number of rooms in which the examination is carried out. This shall also apply in the case in which the two course sections have different members of the professorate, in which case the exam bibliography must be common, and the unique questions shall be prepared jointly by the two teachers. In the event that the two course sections of same language of teaching take the exam in a subject in different semesters, the difficulty level of the questions shall be similar, and in the case in which the two course sections have different members of the professorate, bibliographic references and the battery of questions from which tests will be elaborated must be common

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 6 of 13
Code: UMFTGM-PO-DD-06	Informative copy	

- b. From the same set of questions 4 test versions shall be created in which the order of questions and preferably also of responses is randomized. For situations in which the examination is to be carried out for less than 25 students also 2 variants of tests are allowed, taking care, however, that students' placement in the examination room shall not allow copying.

(9.) The number of questions contained in the tests must be adapted according to their complexity to the duration of the test. However, a minimum number of 50 questions for a semester and 100 questions for a period of a year is required. Exam duration shall not exceed 3 hours. At optional and non-credit disciplines, the number of questions may be less, depending on their nature. In the subjects which, by their nature, require questions of the computational problems' type (e.g. at disciplines of chemistry, which require a longer solving time, either the examination shall be done on the basis of a mixed test (multiple choice test+written topics) or at disciplines which had only 1 lecture hour every semester, the number of questions shall be established by the head of discipline together with the head of department.


(10.) Responsibility for drawing up tests and maintaining confidentiality belongs to the members of the professorate.

(11.) In order to create a database with tests and to facilitate the drawing up of test variants, the University can make the software used for the entrance exams available upon request.

(12.) The University can provide the printing of tests and of multiple choice tests. The print request will be submitted to the Laboratory of Informatics on the standard form as required (Annex 401) at least 2 weeks before the exam date, with the specification of the number of tests, respectively of multiple choice tests requested. For sessions of re-examinations, this time interval may be shorter.

(13.) Printing tests will be carried out in the presence of at least one teacher of the discipline that has so requested.

- a. (S)he shall bring the material to be multiplied in printed form, shall permanently superintend the way in which multiplication is carried out and shall take under the signature all materials multiplied.
- b. The person who has carried out multiplication shall note in the register of records the number of printed pages from the counter of the multiplying device.

 <p>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</p>	<p><i>Document Type: Operational Procedure</i></p> <p>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</p>	Edition I
		Revision 0
		No. of copies 2
		Page 7 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

c. Responsibility for maintaining confidentiality of tests during their multiplication belongs to the members of the professorate.

(14.) During a written examination surveillance shall be carried out by the members of the discipline, teachers and auxiliary professorate. In each room the presence of at least 1 supervisor for every 25 students, but of no less than 2 supervisors is professorate. Disciplines that do not have sufficient staff to be able to meet this mandatory criterion may submit an application in advance to the Vice Chancellor's Office in Charge of Didactic Matters in order to get staff for surveillance by redistributing the auxiliary professorate.

(15.) Teachers will examine only students enrolled in the mark sheets sent by the Dean's Offices of faculties. The obligation to communicate the names of students who have not payed the tax belongs to the Dean's Office. The mark sheets shall be sent to Disciplines with at least 48 hours before the scheduled exam.

(16.)

a. Disciplines have the obligation to show on the Discipline notice board the situation of the students' right to be examined with at least 24 hours before the scheduled exam. This situation shall obligatorily contain:

- a list of the names of all students with an individual statement about the right of examination; in the event that a student does not have a right of examination the reason shall be specified (non fulfilment of the professional obligations, non fulfilment of the financial obligations, etc. ).
- a list of the names of the students scheduled for the examination with a mention about the examination room and the number of contest (the identification code of student, the distribution of students in rooms).

b. Disciplines have the obligation to provide the students the opportunity to report possible inconsistencies on the lists exhibited. In this respect it is recommended to designate a contact person at the level of each Discipline and to display his (her) contact information.


(17.)

a. Only students properly identified and entered on the lists with names displayed in advance shall be received in the examination room.

b. Each student will be identified at the entrance into the room and will be checked in a table of records with names.

c. Students who are in the room at the time of the arrival of the team of invigilators shall rise up and shall be identified, too.

d. Identification shall be made on the basis of an official identity document (identity card/passport/driver's licence). Photocopies of identity documents shall not be accepted. The combined student identity card and record card alone shall not be accepted for identification.

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 8 of 13
Code: UMFTGM-PO-DD-06	Informative copy	

(18.)

- a. Upon entering the room the student shall be given the place number that (s)he must take in accordance with the room diagram prepared in advance by the Discipline.
- b. When placing students on their places at least one seat between two students must be free.
- c. Students are obliged to sit strictly on the place fixed in advance and properly identified. Students are obliged to keep the identity card in sight, on the table.
- d. Personal objects should be stored in the room in a place that shall be well specified and obligatorily remote for all students.
- e. All electronic devices enabling interpersonal communication or consultation of data (including, but not limited to, mobile phones, tablets, etc. ) shall be stored separately, and must be closed.
- f. No other materials than those received from the board of examiners (multiple choice test, questionnaire, paint pen, paper for rough copies) possibly a bottle of liquid (water, coffee, etc. ) shall be allowed on the table.


(19.)

- a. In the case of written exams on paper the distribution of questionnaires / multiple choice tests shall be done after all students present in the room have taken their places but not before the initial start time of the exam.
- b. From the moment of commencement of distribution of questionnaires/multiple choice tests, the entry into the room shall be no longer accepted and the students who are not the room in that moment shall lose their entitlement to take the exam in that session.
- c. The distribution of variants of questionnaires and multiple choice tests shall be done according to the room diagram used also to the placement of students. Students sitting in vicinity shall obligatorily receive different versions of the same test.
- d. On receiving questionnaires, students shall be trained to keep them on the table face down until the moment when they are given permission to use them.
- e. The papers, including draft sheets, must be written only on sheets signed or stamped by the professorate or forms of multiple choice type distributed by them.

(20.) Regardless of the form of assessment, prior to the commencement of the exam itself, a preliminary training is mandatory which among other things shall also specify: the duration of the test, the type of examination, the type of correcting and any other rules deemed necessary to be submitted.

(21.) It is not allowed to limit the students' right to check the answers during the exam, the reconsider any of the questions. In this respect,



 <p>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</p>	<p><i>Document Type: Operational Procedure</i></p> <p>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</p> <p>Code: UMFTGM-PO-DD-06</p>	<p>Edition I</p>
		<p>Revision 0</p>
		<p>No. of copies 2</p>
		<p>Page 9 of 13</p>
		<p>Informative copy</p>

- In the case of written exams on paper it is mandatory that properly identified individual questionnaires and multiple choice tests are distributed to all students; showing questions on a screen is neither acceptable nor allowed;

-it is compulsory to provide the possibility to change the multiple choice test used, if the student has made a mistake in marking the answers and so requests;

- testing on computer may be used only if a total time, depending on the number of questions asked but not restricted for each question individually is allocated, and the possibility of returning to any of the questions is ensured.


(22.) It is the responsibility of the members of the team of invigilators to monitor compliance with the exam discipline. Any attempt to fraud an exam shall be obligatorily punished in accordance with Article 56. of The Student's Learning and Professional Activity Regulation).

- a. Any request/question of students shall be asked aloud, after obtaining permission from invigilators.
- b. In the case of non-compliance with the contest discipline (communication between students, etc.). the guilty student shall be given a warning. In the case of repeating the offence the student shall be eliminated from the examination.
- c. If an attempt is made to fraud, the student shall be eliminated from the exam and a template report shall be filled in (Annex 02). It shall include the student's name, date and time at which (s)he was excluded from the examination and the detailed reason for the exclusion. The report shall be written by the member of the professorate with the highest professional title in the room and shall be signed by at least 2 members of the commission of invigilators and the student in question; if the student refuses to sign, this shall be specified in the report. The report shall be submitted to the Dean's Office within 24 hours.
- d. Finding any electronic device, even closed, at a student shall be automatically regarded as an attempted fraud and shall be punished accordingly.
- e. Leaving the room for physiological needs shall be done accompanied, for up to 10 minutes. In this situation, the student may not take with him (her) none of the exam materials (multiple choice test/questionnaire/draft). It shall be rigorously verified that the multiple choice test and the questionnaire remain on the table. Exam duration shall not be extended by the time spent outside the competition room.

(23.)

(1) At the end of the exam supervisors shall ensure the maintenance of the contest discipline . Students shall remain in benches without having to have the right to write and to communicate with each other and shall hand over the papers successively.

(2) When leaving the room, students must hand over the written paper and all other sheets used during the exam.

 <p>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</p>	<p><i>Document Type: Operational Procedure</i></p> <p>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</p>	Edition I
		Revision 0
		No. of copies 2
		Page 10 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

(2) Handing over the contest materials shall be carried out under the signature on a table with names prepared by the Discipline. In the case of absent students invigilators will write instead of the signature "ABSENT", and in the case of those excluded from the examination "EXCLUDED".

(24.)


- a. The exam papers correction system must be specified at the beginning of each term and communicated to students.
- b. The exam papers correction system shall be unique for each Discipline, even in cases where there is more than one member of the professorate.
- c. It is recommended to use an exam papers correction system allowing scoring partially correct responses but at the same time allowing clearly identification of students who have not reached the minimum. In this respect it is recommended:
  - avoiding the "everything or nothing" correction system, which does not allow the scoring of a partial answer;
  - avoiding the "residency" correction system which only classifies students but does not allow the selection of those who have not reached the minimum; in the case of using this system a scale minimum of at least 60% (ideally 70%) is recommended;
  - if using the "everything or nothing" correction system the clear marking of questions with one correct answer and of those that have more than one correct answer.

(25.) At the request of Disciplines it is possible to correct multiple choice tests by scanning in the Laboratory for Informatics.

- a. This shall obligatorily take place in the presence of a member of the Discipline professorate, which shall bring the multiple choice tests completed and the correct multiple choice test on the basis of which the correction shall be made.
- b. Scanning shall be carried out at least twice for each multiple choice test, aiming to the similarity of results from the two scans.
- c. Conversion of multiple choice test results in marks shall be made after the algorithm proposed by each Discipline, and which has been communicated to students at the beginning of each semester.

(26.)

- a. The results of the exam must be made public by each Discipline. It is not accepted that students are sent to the Dean's Offices in order to find out the results.
- b. After the publication of the initial results each Discipline shall be obliged to establish and publicly display methods of appeal. A period of at least 24 hours for lodging appeals is recommended.
- c. Appeals shall be submitted in writing at each Discipline. The outcome of appeals must become public.

 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>	Edition I
	<b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Revision 0
		No. of copies 2
		Page 11 of 13
Code: UMFTGM-PO-DD-06	Informative copy	


- d. The student has the right to see his (her) and to receive explanations on the grading from the examiner.
- e. An appeal made by a student can be only about his (her) own results.
- f. When correction was made exclusively by scanning, the appeal may not require restoring this scan nor manual correction of the multiple choice test.
- g. If appeals affect the organization of a written examination, in any of his stages, they shall be submitted to University Registry. They shall be transmitted to the Dean's Offices, and Dean of the faculty shall appoint commissions for reviewing complaints. The course leader and the discipline head must be part of the commission.
- h. After solving the appeals the course leaders shall complete the mark sheet which shall be submitted to the Dean's office.

(27.) Disciplines are required to keep the students' papers, the tables of presence with names and those of handover of written papers at least until the beginning of next school year.

#### 9. Responsibilities and liabilities in carrying out the activity:

No.	Compartment (position) /action (operation)	I	II	III	IV	V
	0	1	2	3	4	5
1.	Members of the professorate	E				
2.	Discipline Head		V			
3.	Discipline Head			A		
4.	Discipline head, members of the professorate				Ap.	
5.						Ah.



 <b>UNIVERSITATEA DE MEDICINA ȘI FARMACIE TÎRGU MUREȘ</b>	<i>Document Type: Operational Procedure</i>  <b>PROCEDURE REGARDING HOW TO CONDUCT EXAMINATIONS ON THE BASIS OF WRITTEN TESTS</b>	Edition I
		Revision 0
		No. of copies 2
		Page 13 of 13
	Code: UMFTGM-PO-DD-06	Informative copy

## 11. TABLE OF CONTENTS

Number component part within the operational procedure	The name of the component part within the operational procedure	Page
	<b>Cover</b>	
1.	<b>List of the managers with the drawing up, verification and approval of the edition or, as the case may be, of the revision within the operational procedure edition</b>	
2.	<b>Editions and revisions within the operational procedure editions:</b>	2
3.	<b>List of persons at which the edition shall be disseminated or, as the case may be, the revision within the operational procedure edition</b>	
4.	<b>Purpose of the operational procedure:</b>	2
5.	<b>Scope of operational procedure</b>	
6.	<b>Reference documents (regulations) applicable to the activity in procedure</b>	3
7.	<b>Definitions and abbreviations of terms used in the operational procedure</b>	
8.	<b>Operational procedure description:</b>	5
9.	<b>Responsibilities and liabilities in carrying out the activity:</b>	
10.	<b>Annexes, records, archives:</b>	8
11.	<b>Table of Contents</b>	13.