

 UNIVERSITATEA DE MEDICINĂ, FARMACIE, ȘTIINȚE ȘI TEHNOLOGIE „GEORGE EMIL PALADE” DIN TÂRGU MUREȘ	Type of document: <i>Work instruction</i> WORK INSTRUCTION REGARDING THE ORGANISATION OF O.S.C.E. EXAMINATIONS WITHIN THE GRADUATION EXAMINATION <i>Edition 01</i>	Edition 01
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GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE, AND
TECHNOLOGY OF TÂRGU MUREȘ

WORK INSTRUCTION

REGARDING THE ORGANISATION OF O.S.C.E. EXAMINATIONS WITHIN THE GRADUATION
EXAMINATION

Edition 01

1. List of individuals responsible for drafting, verifying, and approving the edition or, as applicable, the revision within the edition of the work instruction:

No.	Elements regarding the responsible parties/ operation	Surname and first name	Position	Date	Signature
	1	2	3	4	5
1.1.	Drafted by				
1.2.	Verified, Approved by				

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2. Status of editions and revisions within the work instructions:

	Edition or, as applicable, revision within the edition	Revised component	Revision method	Effective date of the provisions of the edition or revision
	1	2	3	4
2.1	Edition 1, Revision 0	-	-	

3. SCOPE

This Work instruction details the manner of conducting O.S.C.E. examinations within the graduation examination of students of the Faculty of International Medical Studies, supplementing the provisions established in the *Regulations for the organisation and defence of graduation/ diploma and dissertation examinations within George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș* (UMFST-REG-18).

4. APPLICATION

This Work instruction is used within George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș for the organisation and conduct of O.S.C.E. examinations within the graduation examinations of students of the Faculty of Medicine and the Faculty of International Medical Studies, starting with the 2026-2027 academic year.

5. GENERAL INFORMATION

- 5.1. Within the O.S.C.E. examinations, part of the graduation examination, students will be examined successively in several rooms (hereinafter referred to as stations), prepared for different scenarios and organised as a circuit. Each student will have to complete several tasks, in a predetermined order.
- 5.2. Students participating in the O.S.C.E. examinations within the graduation examination comply with the rules mentioned in UMFST-IL-DD-02, to which is added, as part of the examination circuit, the existence of a post-examination waiting room.
- 5.3. In the post-examination waiting room, students assigned to an examination interval will remain until the examination is completed by all students assigned to the same interval. Leaving the post-examination waiting room before this is permitted by the circuit coordinator is prohibited will be considered fraud, and the candidate will be excluded from the examination and will be automatically recorded as "Absent".
- 5.4. The presence of electronic devices in the post-examination room, even if switched off, is considered fraud and is sanctioned by the exclusion of the student from the examination.
- 5.5. After all candidates in the group have finished the examination and have retrieved their electronic devices and/or teaching materials and personal belongings, they may leave the premises.
- 5.6. The Dean's Office of the Faculty of Medicine and the Dean's Office of the Faculty of International Medical Studies are responsible for organising these examinations, in accordance with the applicable regulations, procedures, and work instructions.

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6. EXAMINATION TOPICS

6.1. Within the graduation examination, students go through 4 examination stations:

- Station 1: Cardiology, Gastroenterology, Neurology, Haematology, Nephrology, Pulmonology, Rheumatology;
- Station 2: General Surgery, Orthopaedics and Traumatology, Urology, Obstetrics and Gynaecology;
- Station 3: Anaesthesia and Intensive Care, Emergency Medicine;
- Station 4: Paediatrics, Family Medicine.

6.2. For the organisation of the examination, an Examination Board is appointed at the beginning of the academic year, with at least 2 members from each academic department involved.

6.3. The duties of the Examination Board include the following:

- coordinating the organisation of the O.S.C.E. within the graduation examination at the level of the academic department,
- drafting the topics, in collaboration with the other members of the academic department,
- designating the staff involved in the examination (in accordance with the planning),
- compiling and transmitting the marks,
- responding to appeals,
- ensuring the proper conduct of the examinations.

6.4. The academic departments, in collaboration with the Examination Board, prepare and communicate the bibliography to the Dean's Offices, no later than the end of the re-examination session of the previous academic year.

6.5. For each station, students receive a list of 20 clinical scenarios. Emphasis is placed on the material included in the residency entrance examination. The distribution of the number of cases by subject and by station is carried out according to Annex 1. Each proposal transmitted by the academic department must include the title of the clinical scenario, the associated topic, and the examination bibliography.

6.6. The duration of a station is 9 minutes. In each station, the timer is set to 9 minutes, time allocated for reading the requirements and providing the answers.

6.7. Both the students' examination sheets and the marking grids are drafted using the templates provided by the organisers.

6.8. No bonus points will be awarded.

6.9. One point is awarded as starting score.

6.10. The printing and sealing of the envelopes containing the topics are carried out by the Examination Board of the graduation examination.

6.11. For managing unforeseen situations during the conduct of the examination, additional topics are drafted, printed, and sealed. The additional topics follow the same process as the examination topics, in accordance with UMFST-IL-DD-02. The replacement of topics is recorded in the document "Minutes for the replacement of topics" (UMFST-IL-DD-02-F02).

6.12. The Dean's Offices involved in organising the examination send the lists of students/ assign the students to the examination intervals, at least 2 weeks before the start of the examination.

6.13. The additional topics are drawn by lot at the beginning of the examination.

6.14. The Circuit coordinator arrives 45 minutes before the start of the examination interval, at a previously announced location, and draws a number for each examination station. A topic is assigned to each number.

6.15. The drawing of numbers is carried out by the Circuit coordinator, in the presence of at least 2 witnesses (one teaching staff member and one student). The result of the draw is recorded in the minutes.

7. CONDUCT OF THE EXAMINATION

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7.1. The candidates will be divided into series. The number of series, location, reporting time, and order of entry will be communicated at least 3 days before the examination by being posted on the website of each Faculty.

7.2. In each examination area, an O.S.C.E. coordinator is appointed, who verifies compliance with the schedule, candidate flow, adherence to timings, and resolves organisational incidents.

7.3. Each candidate goes through all four stations without a break. Between stations, candidates will wait while seated on chairs placed at the entrance to each station. Communication between candidates is prohibited. Candidates who communicate with each other will be excluded from the examination and will be automatically recorded as “Absent” for the practical component of the graduation examination.

7.4. Examiners apply the assessment grid, record the candidate’s performance, and avoid interventions (explanations, hints, or feedback) that could standardise the assistance provided to candidates differently, except for the standard instructions provided in the station sheet.

7.5. Examiners immediately record the score and any relevant observations on the assessment grid.

7.6. On the day of the examination, candidates must arrive at the examination location (in the pre-examination waiting room) at least 30 minutes before the communicated time, carrying their identity document, a white coat or a coat in the colour associated with the respective faculty, and any other permitted materials, if these have been explicitly announced.

7.7. In the pre-examination waiting room, candidates will switch off and hand over all electronic devices and all teaching materials. Failure to hand over an electronic device, even if switched off, or a teaching material will be considered fraud, the candidate will be excluded from the examination and will be automatically recorded as “Absent” for the practical component of the graduation examination.

7.8. Access to the examination stations with personal writing instruments, teaching materials, personal sheets of paper, calculators, or any type of electronic devices is not permitted. Candidates may carry a bottle of water and a snack into the stations.

7.9. Candidates do not communicate with each other during the circuit and do not transmit information about the content of the stations.

7.10. Candidates who are late, are absent, or violate the integrity rules will be excluded from the examination and will be automatically recorded as “Absent” for the practical component of the graduation examination.

7.11. Upon completion of the final examination station, candidates will enter the post-examination waiting room, where they will wait until all candidates in their series have finished the examination. Leaving the post-examination waiting room before this is permitted by the circuit coordinator is prohibited, will be considered fraud, the candidate will be excluded from the examination and will be automatically recorded as “Absent” for the practical component of the graduation examination. After all candidates in the group have finished the examination and have retrieved their electronic devices and/ or teaching materials and personal belongings, they may leave the examination premises.

7.12. Any organisational incident, technical interruption, health issue, flow error, or suspicion of misconduct shall be recorded in the minutes.

7.13. Any exclusion from the examination shall be recorded in the minutes (UMFST-IL-DD-02-F01).

7.14. The Examination Board shall decide the necessary measures to maintain the fairness of the assessment, including resitting a station, justified rescheduling, or cancellation of the assessment in the cases provided for by institutional regulations.

7.15. Absences are managed according to the general rules of the graduation examination.

7.16. Candidates who arrive in the pre-examination waiting room after the announced time for the start of the examination will be marked as “Absent” for the practical component of the graduation examination. Except in cases of force majeure, the rescheduling of candidates for the examination in the same session is not accepted.

7.17. All questions regarding the organisation of the graduation examination shall be sent by email to the organising faculties.

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8. MARKS AND APPEALS

- 8.1. The final mark obtained in the O.S.C.E. examinations within the graduation examination represent the arithmetic mean of the marks obtained in the examination stations.
- 8.2. In order to pass the examination, the average of the marks obtained in the 4 stations must be ≥ 5.00 . The maximum mark is 10.00.
- 8.3. No later than 24 hours after the completion of the examination, each academic department shall send the marks to the Dean's Offices.
- 8.4. After the completion of the examination, the marking grids for each station are published.
- 8.5. The Dean's Offices calculate and publish the final marks, no later than 48 hours of receiving all the marks.
- 8.6. From the moment the results are published, students have 24 working hours at their disposal during which they may submit requests and/ or appeals related to the examination. Requests/ appeals submitted after this deadline will not be taken into consideration.
- 8.7. Appeals may refer exclusively to issues related to compliance with the examination bibliography. The appeals can be made related to awarding of marks by the Examiner, but verification of the score calculation may be requested, if there is suspicion of calculation errors.
- 8.8. Any appeal must mandatorily contain the student's surname and first name, year of study, group, subject, and the reason for the appeal. Appeals that do not contain all this information will not be taken into consideration.
- 8.9. The Examination Board, in cooperation with the Dean's Offices, responds to appeals within 48 working hours.

9. SPECIAL SITUATIONS

- 9.1. Access with medical devices is permitted during the examination, with the prior approval of the Dean's Offices.
- 9.2. Electronic devices, in special situations, are kept with the Supervisor in the pre-examination room, with the Circuit coordinator, and/ or on the Examiners' desks, as applicable. The functions of electronic devices used for medical purposes are limited to what is strictly necessary.
- 9.3. Any organisational incident, technical interruption, health issue, flow error, or suspicion of misconduct shall be recorded in the minutes (UMFST-IL-DD-02-F01).
- 9.4. Candidates who arrive in the pre-examination waiting room after the announced time for the start of the examination will be marked as "Absent" for the practical component of the graduation examination. Except in cases of force majeure, the rescheduling of candidates for the examination in the same session is not accepted.
- 9.5. The Examination Board shall decide the necessary measures to maintain the fairness of the assessment, including resitting a station, justified rescheduling, or cancellation of the assessment in the cases provided for by institutional regulations.
- 9.6. Absences are managed according to the general rules of the graduation examination.

10. COMMUNICATION OF INFORMATION

- 10.1. Official information (schedules, rooms, any logistical clarifications, results, etc.) shall be published on the website of the Faculty.
- 10.2. Candidates have the obligation to periodically check the official announcements.

11. ANNEXES, RECORDS, ARCHIVING:

No.	Annex title	Prepared by	Approved by	Archiving	
				Place	Period
0	1	2	3	6	7

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1	Number of clinical scenarios allocated to each subject – Annex 01				
2	Minutes for the drawing/ replacement of topics – Annex 02				

12. DISTRIBUTION

This Work instruction is made available to users on the official UMPHST website.

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ANNEX 01. Number of clinical scenarios allocated to each subject

Number of clinical scenarios allocated to each subject

Station	Subject	Number of clinical scenarios proposed
Station 1 – Medical specialties	Gastroenterology	4
	Cardiology	5
	Neurology	3
	Haematology	2
	Nephrology	2
	Pneumology	2
	Rheumatology	2
Station 2 – Surgical specialties	General surgery	7
	Obstetrics and gynaecology	7
	Urology	3
	Orthopaedics and traumatology	3
Station 3 – Anaesthesia and intensive care and Emergency medicine	Anaesthesia and intensive care	14
	Emergency medicine	6
Station 4 – Paediatrics and Family medicine	Paediatrics	13
	Family medicine	7

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ANNEX 02. Minutes for the drawing/ replacement of topics

MINUTES FOR THE DRAWING/ REPLACEMENT OF TOPICS

The undersigned, ..., academic title, in my capacity as Circuit coordinator for the examination interval, date, declares that the distribution of topics was carried out in accordance with the Work instruction regarding the organisation of O.S.C.E. examinations within the graduation examination.

For the aforementioned examination interval, on (date), at (time), the following topics were drawn by lot, in the presence of witnesses:

Station 1: topic number

Station 2: topic number

Station 3: topic number

Station 4: topic number

By signing these minutes, the above-named persons confirm that the drawing of topics was carried out in accordance with the Work instruction regarding the organisation of O.S.C.E. examinations within the graduation examination.

O.S.C.E. Circuit Coordinator
(surname, first name, signature)

Teaching Staff, Witness
(surname, first name, signature)

Student, Witness
(surname, first name, signature)