



Altamash Institute of Dental Medicine

Department of Medical Education

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01			

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1. Purpose

To establish a standardized procedure for the submission of examination questions and stations from AIDM to University, ensuring quality and consistency through proper vetting by the Department of Medical Education (DME).

2. Scope

This policy applies to all faculty and staff involved in the creation, vetting, and submission of examination content at AIDM.

3. Roles and Responsibilities

3.1. Faculty Members:

- 3.1.1. Create and review questions and stations.
- 3.1.2. Make necessary revisions as per DME feedback.

3.2. Department of Medical Education (DME):

- 3.2.1. Vet questions and stations for quality and compliance.
- 3.2.2. Provide feedback for revisions.

3.3. Principal, AIDM:

- 3.3.1. Oversee the entire process and give final approval for submission.
- 3.3.2. Ensure adherence to the policy.

3.4. Examination Department and Year Coordinators:

- 3.4.1. Collect questions and stations from faculty.
- 3.4.2. Assist in the submission process to the DME.
- 3.4.3. Facilitate communication between AIDM and University.
- 3.4.4. Compile and submit approved questions and stations to University.
- 3.4.5. Maintain records of submissions.

4. Policy Statement:

All questions and stations for the final professional examination, as requested by the university, will be submitted to the Department of Medical Education (DME) from all basic sciences, clinical sciences, standalone courses, and longitudinal theme courses with the assistance of the Examination Department and Year Coordinators. The DME will vet the questions and stations, ensuring they meet the required standards. The DME has the authority to send back questions and stations for revision if necessary. Once the DME is satisfied with the quality of the questions and stations, they will be forwarded to the Principal for final approval before being submitted to the university designated person.

5. Standard Operating Procedure

5.1. Creation of Questions and Stations

- 5.1.1. Faculty members are responsible for creating questions and stations relevant to their subjects.
- 5.1.2. All questions and stations must align with the curriculum and examination guidelines (questions and station format) provided by University.

5.2. Initial Review by Faculty

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5.2.1. Created content should undergo an initial peer review within the department to ensure clarity, relevance, and alignment with learning objectives.

5.3. Submission to DME

5.3.1. Faculty members submit the reviewed questions and stations to the DME for vetting.

5.3.2. A standardized submission form must be completed and attached to each set of questions/stations.

5.4. Vetting by DME

5.4.1. The DME reviews the submitted questions and stations for quality, validity, and alignment with examination standards.

5.4.2. Any necessary revisions are communicated back to the respective faculty members keeping Principal and examination department in loop for amendments following the deadline.

5.5. Final Approval by Principal

5.5.1. Once vetted by the DME, the revised questions and stations are forwarded to the Principal and examination department for final approval.

5.5.2. The Principal ensures that all content meets the required standards and guidelines.

5.6. Submission to University

5.6.1. Upon the Principal's approval, Examination department with the help of the coordinators and staff compiles the documents and submits these questions and stations to university before the deadline provided by the university.

5.6.2. A submission report, including a summary of the vetting process, is also sent to university for transparency.

5.7. Record Keeping

5.7.1. A copy of all submitted questions and stations, along with the vetting and approval documentation, is retained by AIDM for future reference and audit purposes.

6. Linked/Referenced Documents:

University MCQs, OSPE and OSCE station formats

7. Revision/Modification History & frequency:

7.1. Review Policy

The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

7.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. DoE and DME would determine the percentage of revision in consultation with the custodian of policy.

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Responsibility for Implementation	Department of Examination and Medical Education			
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