



Teaching Intensive Research Informed

# OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) PROCEDURES 2021-22

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This document relates to the current year. If you become aware of any previous versions that are available on line please notify [SEO@bolton.ac.uk](mailto:SEO@bolton.ac.uk) so that action can be taken to remove the document(s).

## Table of Contents

PREAMBLE.....	3
CONDUCT OF OSCEs .....	4
A.    Objective Structured Clinical Examination (OSCE) Procedures.....	4
B    Suspected Academic Misconduct.....	5
ANNEX 1: OSCE INFORMATION SHEET .....	7
ANNEX 2: PROCEDURE IN THE EVENT OF AN ALARM DURING AN OSCE.....	8
ANNEX 3: LEAD INVIGILATOR'S REPORT FORM.....	9

## PREAMBLE

This document contains the University's procedures relating to OSCEs. It stands alongside the Examinations Procedures (updated in 2015).

This document can be accessed in electronic format via the Student Information-Policy Zone on the web:

<http://www.bolton.ac.uk/studentinformation-policyzone/Home.aspx>

**Both students and staff** are responsible for ensuring that they read and observe the procedures herein.

## CONDUCT OF OSCEs

### A. Objective Structured Clinical Examination (OSCE) Procedures

#### Before the OSCE

- 1) The Module Leader should ensure that the OSCE is sufficiently planned and resourced. Students should be made fully aware of the OSCE requirements.
- 2) Stations should be prepared, participants briefed and a sign showing *Examination in Progress* should be placed on or near the door of the OSCE room.
- 3) Students should be told to arrive at the OSCE room at least 10 minutes before their allocated slot.
- 4) Before students enter the OSCE room, they should be given the OSCE Instruction Sheet (see Annex 1), outlining the requirement to place over-garments, bags, electronic communication devices (including mobile phones, tablets and smart watches) and any other material in a designated secure area.
- 5) The OSCE Instruction Sheet will also inform students of the requirement not to communicate with others unless part of the assessment and to inform the invigilator should a toilet break required.
- 6) Any students entitled to concessions (eg additional time, use of special equipment) should be approached individually and sensitively to ensure that they were clear of the arrangements.

#### At the start of the OSCE

- 7) When entering the OSCE area, students should be reminded to ensure that electronic communication devices (including mobile phones, tablets and smart watches) are switched off/silenced and informed that these must not be kept on their person in the OSCE room.
- 8) Students should be instructed to place all over-garments, bags, materials and electronic communication devices in a designated secure area.
- 9) Students should be asked to clearly display their ID cards and show any authorised writing utensils/material to the invigilator(s).
- 10) Students should be directed by the invigilators to the designated OSCE station and reminded of the time requirements for each activity.
- 11) If a student arrives late, then it is at the discretion of the Lead Invigilator whether he/she can participate in the OSCE.

### **During the OSCE**

- 12) Any student requiring a toilet break during the OSCE should be accompanied by an invigilator or appropriate member of University staff.
- 13) In the event of a student feeling unwell and having to leave the OSCE room temporarily, he/she should be accompanied by an invigilator or appropriate member of University staff.
- 14) In the event of a fire alarm, the procedures set out in Annex 2 should be followed.
- 15) In the event of suspected Academic Misconduct, the University's Academic Misconduct Regulations should be followed (Please also see Part B below).

### **At the end of a timed assessment period**

- 16) Students will be given a time check prior to the end of a timed assessment period.
- 17) Students will be informed when a timed assessment period has ended.
- 18) Invigilators should ensure that any written assessment material is collected at the end of the OSCE.
- 19) The Lead Invigilator should complete the Lead Invigilator Report (See Annex 3)

Invigilators shall have discretion to take appropriate action that is reasonable to meet unforeseen circumstances not covered by the OSCE procedures above. Such action should be reported in writing to the Chairperson of the relevant Assessment Board and to the Standards and Enhancement Office.

### **B Suspected Academic Misconduct**

- 1) Examples of Academic Misconduct in OSCEs include:
  - i) Students having on their person any **unauthorised notes or other unauthorised material** (whether or not concealed in any manner), including electronic communication devices;
  - ii) the use of an **unauthorised electronic devices or material**;
  - iii) **communicating or trying to communicate** in any way (oral, written, electronic, non-verbal) with another person during the OSCE except as part of the assessment;
  - iv) being party to **impersonation** where another person sits an OSCE in the place of the actual student or a student is knowingly impersonated by another;
  - v) leaving the OSCE venue to **refer to concealed notes** or other **unauthorised material**.

- 2) The suspicion that a student has engaged in Academic Misconduct may arise at a particular point in the OSCE or emerge over a period of time.
- 3) At the point at which the invigilator/s is sufficiently sure of their suspicion then they should notify the student.
- 4) If applicable, any unauthorised device/material should be confiscated and kept by the Lead invigilator.
- 5) In the case of examples 1 i–v, a student may continue with an OSCE, providing there is no disruption to others.
- 6) Academic Misconduct does not have to be proven at the time but suspicion should be well founded.
- 7) Following the OSCE, the Module Leader should be notified and a Module Leader's Report on Suspected Academic Misconduct completed.
- 8) The University's Academic Misconduct Regulations and Procedures should then be implemented:

<https://www.bolton.ac.uk/wp-content/uploads/2018/07/Academic-Misconduct-Regulations-and-Procedures-2018-19.pdf>

## ANNEX 1: OSCE INFORMATION SHEET

- This Objective Clinical Structured Examination (OSCE) is being conducted in accordance with the University of Bolton's OSCE Procedures and Academic Misconduct Regulations.
- Please switch off/silence any electronic communication devices such as mobile phones, tablets and smart watches - **and ensure these are place in the designated area when entering the OSCE room.**
- Any overcoats, bags and other materials must also be placed in the designated area when entering the OSCE room.
- Ensure you have your ID card on display and have permitted writing utensils to hand.
- Once you have entered the OSCE room, it is important that you do not talk or communicate with other people, unless part of the assessment itself.
- If you wish to go to the toilet or feel ill during the OSCE, please inform an invigilator.
- In the event of a fire alarm, please listen carefully to the instructions of the invigilator/s
- You will be informed of the time allowance for each station and when this has expired.

## ANNEX 2: PROCEDURE IN THE EVENT OF AN ALARM DURING AN OSCE

### **When the alarm bell rings:**

Invigilators should announce:

- i. Students and participants must leave the OSCE room.
- ii. Any student communicating with any other person may be disqualified.
- iii. Students must follow the invigilator in silence out of the building where further instructions will be given.

The invigilators should write down the time of the alarm, collect the examination register and escort the students and participants to an appropriate place.

### **Outside the building:**

Invigilators should:

- i. Announce that any student communicating with any other person may be disqualified or that the OSCE may be cancelled.
- ii. Line up the students in an orderly fashion.
- iii. Reassure the students their marks will not be unfairly affected by the fire alarm.
- iv. Check the number of students.

The invigilator should escort students back in an orderly fashion once permission has been given to re-enter the building by the appropriate security officer.

### **On returning to the OSCE room**

The Lead Invigilator should decide whether to continue with the OSCE or to postpone. The OSCE should only be allowed to continue if resources are still in place and service users and content to do so.

### **After the OSCE**

Details of the incident should be recorded on the Lead Invigilator's Report Form, and the Module Leader and Chair of the Assessment board notified.

### ANNEX 3: LEAD INVIGILATOR'S REPORT FORM

Room:	Date:	Time:		
Lead Invigilator:				
Other Invigilators:				
<b>OSCE SUMMARY</b>				
School	Module No. and Title of OSCE	Expected No. of Students	Actual No. of Students	Module Leader and Contact No.

Administrator contact no. in the event of incidents: \_\_\_\_\_

**CHECKLIST:** Please complete the checklist overleaf.

**INCIDENTS:** Please record any exceptional incidents e.g. very late arrival of students, sudden illness, suspected use of Academic Misconduct, fire alarm, late or non-attendance of invigilator/s in the box below the checklist.

CHECKLIST	Yes/No*
An OSCE plan was drawn up and communicated to relevant staff	
The OSCE stations were sufficiently resourced	
OSCE participants were sufficiently briefed	
External signage indicated that an examination was taking place.	
A copy of the University's OSCE Procedures was available in the OSCE room	
There were sufficient invigilators, timers, service-users and other participants in the OSCE room	
Students taking part in the OSCE were given the OSCE Instruction Sheet (see Annex 1)	
Any students entitled to <b>concessions</b> (eg additional time, use of special equipment) were approached individually and sensitively to ensure that they were clear of the arrangements.	
When entering the OSCE area, students were reminded to ensure that electronic communication devices (including mobile phones, tablets and smart watches) were switched off/silenced and were informed that these could not be kept on their person in the OSCE room.	

Students were instructed to place all over-garments, bags, materials and electronic communication devices in a designated secure area.	
Students were asked to display their ID cards and any authorised writing utensils were checked.	
Students were directed by the invigilators to the designated OSCE station and reminded of the time requirements for each activity.	
Students requiring a toilet break during the OSCE were accompanied by an invigilator or appropriate member of University staff.	
Students were informed when a timed assessment period had ended	
Any written assessment material was collected at the end of the OSCE	

Where "No" is indicated on the Checklist, please explain why here.  
Please record any incidents of lateness, illness, academic misconduct or other issues here.

Lead Invigilator Signature: \_\_\_\_\_