Guidelines & Instructions

for the Board of Examiners for Dentistry & Medicine for the Bachelor’s and Master’s degree programmes

Academic year 2022 - 2023

General information
Guidelines and Instructions for the Board of Examiners of the Bachelor’s and Master’s degree programmes in Dentistry and Medicine

Guidelines and Instructions as referred to in Art. 7.12b.1.b of the Higher Education and Research Act (WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek) for:

- Bachelor’s degree programme in Dentistry Year 1 and 2, curriculum T2030
- Bachelor’s degree programme in Dentistry Year 3, curriculum T21
- Master’s degree programme in Dentistry, curriculum T21
- Bachelor’s degree programme in Medicine, G2020 curriculum
  BSc Geneeskunde (taught in Dutch)
  BSc in Medicine (taught in English)
- Master’s degree programme in Medicine, G2010/G2020 curriculum

Prepared by the Board of Examiners for the Bachelor’s and Master’s degree programmes in Dentistry and Medicine (ECTG).
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Article 1 – Definitions
The following definitions apply to these Guidelines and Instructions:
- **OER**: the relevant Teaching and Examination Regulations for the:
  - Bachelor’s degree programme in Dentistry Year 1 and 2, curriculum T2030
  - Bachelor’s degree in Dentistry Year 3, curriculum T21
  - Master’s degree programme in Dentistry, curriculum T21
  - Bachelor’s degree programme in Medicine, G2020 curriculum
    - BSc Geneeskunde (taught in Dutch)
    - BSc in Medicine (taught in English)
  - Master’s degree programme in Medicine, G2010/G2020 curriculum
- **Examinee**: the person taking an examination or final assessment;
- **Examination**: an assessment of the knowledge and/or skills of the examinee concerning a certain course unit in the degree programme;
- **Student**: a person who has registered for the degree programme. Whenever ‘he/him’ is used, this should be considered to include ‘she/her’. A person with registration status as a ‘participant’ is also considered a student.
All other definitions shall have the meaning that the WHW or the relevant OER ascribes to them.

Article 2 – Administrative duties of the Board of Examiners
1. The Board of Examiners will appoint from its members an executive committee (EC) charged with performing the administrative duties of the Board of Examiners. In any case, the chair and the vice-chair are members of the EC.
2. The administrative duties include at least:
   a. making decisions concerning the approval of course units as referred to in Article 7.3.h of the WHW (free curriculum in academic education)
   b. at the request of the student, making decisions concerning regulations that may deviate from the current provisions
   c. making decisions concerning exemptions
   d. making preparations to determine the results of final assessments
   e. determining measures in the event of a disturbance of order, plagiarism and cheating within the meaning of Article 11
   f. making decisions in the event of emergencies.
3. The executive committee reports to the Board of Examiners.
4. All communication with the Board of Examiners is conducted exclusively via the digital form on Study Info, the email address ectg@umcg.nl, or the postal address as registered with the student service desks.
5. Requests to the Board of Examiners will only be dealt with if they are sent from the requester’s University of Groningen or UMCG email address.
6. The Board of Examiners only communicates with staff and students via their University or UMCG email addresses.

Article 3 – Examiners
1. The Board of Examiners will appoint one examiner for each examination. Given the size of certain course units, a course unit may be divided into two sub-units. In such cases, the Board of Examiners can appoint an examiner for each sub-unit. Where appropriate,
Board of Examiners may decide to deviate from this rule.

2. Candidate examiners are notified of their appointment in writing before the start of the course unit concerned.

3. If the examiner fails to fulfil their legal duties with sufficient care, the Board of Examiners may decide to withdraw or change the examiner’s appointment.

4. If a situation as described in Article 3.3 arises, the Board of Examiners may also decide to appoint a second examiner to act as the main examiner.

Article 4 – Taking examinations

1. The examiner will ascertain whether the conditions for taking the examination have been met.

2. Every examination comprises a survey conducted by the examiner of the knowledge, understanding, and skills of the student and an assessment of the results of that survey.

3. If the same examination is assessed by more than one examiner, the Board of Examiners will ensure that the examiners all use the same assessment criteria. To this end, the assessment criteria will be set out in writing by the examiners concerned in advance.

4. With the consent of the examinee and upon the approval of the Board of Examiners, the relevant examiner may decide that part of the examination will be an oral examination.

Article 5 – Examination requirements for each course unit

1. For each course unit, the Board of Examiners will determine which requirements the examinee must satisfy to be awarded a pass mark.

2. If the examinee meets all the requirements of the course unit, the examinee has passed the course unit.

3. For each course unit, the Board of Examiners will determine which resit opportunities will be available during the current academic year.

4. If the examinee meets all the requirements of the course unit except those for the written part of the examination, the Board of Examiners can stipulate in its examination requirements that the obligations which the examinee has met will remain valid in the next academic year.

5. If the examinee does not meet all the requirements of the course unit because they have not satisfied one or more obligations (not including the written examination), then all results obtained in the course unit will become void and the student must retake the entire course unit.

Article 6 – Times of examinations

1. Written examinations are taken at times determined by the Board of Examiners at least two months before the start of the relevant semester, in consultation with the examiners concerned and bearing in mind the provisions of the OER.

2. When determining the times as referred to in Article 6.1, as far as possible examinations shall not be planned concurrently. If this is not possible, students with an overlap in their examination schedule will be allowed to take the examination during the resit, which will then be deemed to be the student’s first examination opportunity. In such cases, these students have the right to the same number of examination opportunities as students without overlap in their examination schedule. Where appropriate, the Board of Examiners may deviate from this rule after consultation with the examiner.

3. Time changes as referred to in Article 6.1 will only occur in the event of force majeure.

4. When changing the time of an examination, the new time must not be earlier than the original time.

5. Oral examination components are taken at a time to be determined by the examiner.
Guidelines and Instructions for the Board of Examiners of the Bachelor’s and Master’s degree programmes in Dentistry and Medicine
Academic year 2022 - 2023

concerned.

6. Examinations may not be resat until four weeks after the date of the original examination. Within the scope of issuing binding study advice, examinations taken during the student’s first academic year before 1 March, may be excluded from this rule. Examinations must not interfere with teaching activities or other examinations. The Board of Examiners may make an exception to this rule in its examination requirements. Practical examinations may be resat sooner.

Article 7 – Determining the results of examinations

1. The result of an examination will not be determined until the examinee has met all the obligations for the course unit concerned. The examination will be awarded a fail mark (F) if not all obligations are met. Failure to meet examination requirements by the specified deadlines will also result in a fail mark if the candidate was informed in good time of the final deadline in writing.

2. A pass mark will only be awarded if the examinee satisfies the compulsory sequence as set out in the relevant OER.

3. Students are not permitted to resit examinations that they have already passed (mark ≥ 5.50).

4. The result of a resit (or partial resit) replaces the result obtained for the original (partial) examination.

5. Examinations are assessed with a numerical mark (pass mark is ≥ 6) or a verbal mark expressed as Fail (= F); Pass (=P); Good (= G), or for Master 1 Medicine Fail (=F); Good (=G); Excellent (=E) or for Master 2 Medicine Fail (=F); Good (=G).

6. Results that are expressed as a numerical mark will be rounded off to a whole number. A mark of x.50 or higher will be rounded up to x+1; a mark lower than x.50 will be rounded down to x.

7. Partial grades for examination components are rounded off to two decimal places. Any additional decimal places will not affect the value of the second decimal place.

8. Registration for participation in a written part of an examination is done via Progress.

9. Examinees who are registered as Bachelor’s or Master’s students of Medicine are required to participate in and pass all Knowledge Development course units.

10. The results of a written part of an examination will be announced within 10 working days of the time when they were taken.

11. The results of an oral part of an examination will be announced within 24 hours of the time when they were taken.

12. The results of written assignments will be announced within 20 working days of the date on which they were submitted.

13. The results of the Inter-University Progress Test (part of the Bachelor’s and Master’s degree programmes in Medicine) will be announced within 30 days of the date on which it was taken.

14. For the definitive determination of the result of course units that are tested at fixed times, the examiner requests approval from the Board of Examiners using the applicable examination report form (Appendix 6).

15. The results of the examinations referred to under article 7.14 will then be entered into the mark registration system within five working days after the definitive determination of the results. The examiner bears the final responsibility for this registration.

16. For course units for which testing does not take place at fixed times, the examiner regularly submits a report form to the Board of Examiners, and requests approval from the Board of Examiners afterwards.

Article 7a – Declaring examinations invalid
1. In the event of irregularities with regard to an examination that are so serious as to preclude an accurate assessment of the examinee’s knowledge, understanding, and skills, the Board of Examiners may declare the examination (or part of it) invalid for either an individual examinee or a group of examinees.
2. The Board of Examiners will inform the examiner concerned in advance when it intends to declare an examination invalid.

Article 8 – The final assessment
1. The result of the final assessment is determined by the executive committee of the Board of Examiners.
2. The Board of Examiners will draw up a protocol for the final Master’s assessment in Dentistry and Medicine, setting out the graduation procedure (see Appendices 4 and 5).
3. The date on the degree certificate is the date of the last examination passed in the degree programme.
4. Students must take the oath or vow in Dutch. At the request of the examinee, it may be decided that they may take the oath or vow a second time in Frisian, provided that a member of the Board of Examiners has at least a passive command of Frisian.
5. The final assessment is considered to have been passed as soon as the examinee has satisfied the last compulsory course unit in the degree programme.
6. The examinee may submit a written request to the Board of Examiners to postpone the final assessment if they have a special reason for postponing the final assessment.
7. If the Board of Examiners grants such a postponement, the degree certificate will bear the date chosen by the Board of Examiners in its decision concerning the postponement request.
8. The Board of Examiners may grant a postponement of no more than 365 days for the final Bachelor’s or Master’s assessment, although it may deviate from this rule due to extenuating circumstances.

Article 9 – Request for additional resit
1. The examinee can request the Board of Examiners to grant him an additional resit.
2. Such a request may be granted if the examinee did not pass the examination in question due to force majeure and not granting an additional resit would result in unacceptable study delay.
3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:
   • The examination for the course unit concerned may not already have been passed
   • it must be the last examination result needed
   • not granting the request would result in a study delay of at least one semester
   • the examinee must have participated in the last two regular examination opportunities for the course unit for which the additional examination opportunity is requested.

Article 10 – Exemption requests
1. Exemption will only be granted if an examinee meets all the requirements in terms of knowledge, understanding, skills, and conduct relating to the intended course unit. No exemptions will be granted for partial examinations unless otherwise stipulated in the OER.
2. The examinee must submit a written exemption request, supported by reasons and with documentary proof, to the Board of Examiners six weeks before the start of the course unit concerned.
3. The Board of Examiners must discuss the matter with the examiner concerned before making a decision.
4. The Board of Examiners will make a decision within six weeks of receipt of the request. The student making the request will be informed of the decision immediately.
5. Exemptions received from or approved by any other party than the Board of Examiners will be void, unless the Board of Examiners decides to declare them valid.
6. Exemption from an examination is considered to be the equivalent of a pass (P) and will be indicated by VR (vrijstelling) in the study results registration system.

Article 11 – Due procedure during partial examinations
1. The Curriculum Office will draw up one or more protocols for the various modes of assessment to help ensure that all examinations proceed in good order. These protocols will be submitted to the Board of Examiners for approval.
2. Examinees will be notified of the most important issues concerning orderly procedure no later than three working days before the start of the examination concerned.
3. The examiner and/or invigilator will ensure that the examination proceeds without disruption.
4. If a student fails to observe proper order, the examiner or invigilator must report this to the Board of Examiners as an ‘irregularity’ as defined in Article 12 of these Guidelines and Instructions.
5. If an examinee fails to comply with one or more of the instructions referred to in Article 9.3, the Board of Examiners or the examiner may exclude the examinee from further participation in the examination concerned. Exclusion means no mark will be awarded for the examination concerned. Before the Board of Examiners or the examiner makes a decision to exclude a student, the examinee will be given the chance to present their case.
6. Examinees may not retain examination papers after a written examination.
7. The examiner of the course unit (or a replacement) is always present during the examination.

Article 12 – Cheating and disturbance of order (see also Appendix 1)
1. Cheating is an act or omission by a student designed to partly or wholly hinder the forming of a correct assessment of their own or someone else’s knowledge, understanding, and skills. Cheating also includes plagiarism, which means copying their own or someone else’s work without correct reference to the source.
2. The Board of Examiners will take measures to prevent cheating, including:
   a. clear communication about the penalty for cheating in an approved Cheating Protocol that sets out the procedure for assessing irregularities that may constitute cheating and the consequences of this assessment
   b. organizing all examinations in such a way that cheating is prevented as much as possible.
3. The concept of ‘disturbance of order’ includes at least all acts or omissions that contravene:
   a. the protocols referred to in Article 11.1 of these Guidelines and Instructions
   b. the House Rules and General Code of Conduct that are part of the University of Groningen regulations concerning the use of University premises, grounds, and other facilities
   c. the University of Groningen Acceptable Use Policy for University Computer Systems
   d. the Code of Conduct that can be found in an appendix to the OER of the degree programme concerned
   e. the House Rules and General Code of Conduct that apply to the medical or paramedical institutions (e.g. a hospital, GP practice, dental practice, or nursing home) where part of the degree programme is followed and/or where a (partial)
examination of the degree programme is taken

4. If a student provides incorrect information that hinders teaching, examinations, or the duties of the examiner and/or the Board of Examiners, the Board of Examiners may designate this action a disturbance of order.

**Article 13 – Scope of the examination paper**

1. The scope of an examination paper will not exceed the content of the sources upon which the paper is based. These sources will be announced before the course unit relating to the examination starts. The extent of the material to be studied must be published no later than 30 days before the examination.

2. The examination will cover the various sources as evenly as possible.

3. The examination will be representative of the learning outcomes with regard to content and form.

4. The examination paper will be clear and unambiguous and will contain sufficient indications of the detail required in the answers.

5. The duration of every (part of the) examination will be such that examinees have a reasonable amount of time in which to answer the questions.

6. For the benefit of the examiners, the Board of Examiners will draw up a protocol for each course unit setting out the examination requirements and how the results will be determined, including resit options.

7. The examiner must present the exam questions to the test assessment panel (TBP; ToetsBeoordelingspanel) in advance and process any relevant feedback before the date of the exam. In the event that the examiner has not consulted the TBP or has not adopted its feedback, they must mention this in the examination report, giving reasons.

**Article 14 – Final assessments of the Bachelor’s and Master’s degree programmes**

1. Examinees are deemed to have passed the final assessment of the Bachelor’s or Master’s degree programmes when they have passed all the relevant examinations.

2. The Board of Examiners independently determines whether a student’s final assessment can be awarded an honours predicate (*cum laude* or *summa cum laude*) on the grounds of the rules set out in the OER. The staff responsible for registering marks determine which students meet the requirements for an honours predicate (*cum laude* or *summa cum laude*).

3. The Board of Examiners will draw up guidelines for examiners that apply to the following aspects of the written part of the examination:
   a. compiling the examination
   b. analysing the examination results, including both a psychometric analysis and a consultation with the Year Platform about the content of the examination
   c. determining the cut-off score and the examination result

4. In the case of non-written components, the examiner will draw up a protocol for the Board of Examiners, describing the procedure and assessment criteria.

5. The mode of assessment must be such that examinees can verify how the results of their examination have been arrived at.

**Article 15 – Standards**

The Board of Examiners or the examiners when making their decisions must adhere to the following standards:

1. maintaining the selection and quality criteria of each examination

2. effectiveness requirements, aimed at aspects such as:
   a. limiting time lost by students in the event of study delay
b. timely withdrawal from the degree programme by students who are unlikely to pass a final assessment
3. preventing students from taking on too great a student workload
4. leniency towards students who, through no fault of their own, have suffered study delay

**Article 16 – Hardship clause**
The Board of Examiners may deviate from these Guidelines and Instructions in situations where changes to the stipulations or associated dependent regulations would lead to a situation of unfairness of an overriding nature.

**Article 17 – Statutory rights**
1. Students can lodge an administrative appeal against decisions taken by or on behalf of the examiner with the College van Beroep voor de Examens (CBE; Board of Appeal for Examinations) as referred to in Article 7.60 of the WHW, within six weeks of the date of the decision. More information about how appeal is available from the Central Portal for the Legal Protection of Student Rights (CLRS), the body referred to in Article 7.59a of the WHW. The CLRS can be contacted via www.rug.nl/clrs.
2. Recommendations and other professional opinions that do not include definitive decisions are not regarded as ‘decisions’ within the meaning of Article 17.1.
3. It is not possible to lodge objections, complaints, or appeals with the Board of Examiners about decisions concerning admission to a degree programme, study advice, or the content of examinations. When the Board of Examiners receives complaints, these will be forwarded to the Faculty’s complaints coordinator. Objections and appeals will be forwarded to the relevant administrative body.

**Article 18 – Amendments to the Guidelines & Instructions**
No amendments applicable to the current academic year will be made unless it is reasonable to assume that these will not harm the interests of students.

**Article 19 – Date of commencement**
These Guidelines and Instructions will take effect on 1 September 2022 and replace all previous guidelines.

Groningen, July 2022

Dr W. Nieuwland
Chair of the Board of Examiners for Dentistry and Medicine
APPENDICES
Pursuant to the Guidelines and Instructions for the Board of Examiners, the following pages will contain the Cheating Protocol, the examination procedures, and the facilities arrangements, the examination procedure for all course units of each degree programme are then added in separate appendices. For the master’s programmes in Dentistry and Medicine, the protocol for the final assessment and award ceremony in Dentistry has been added. Finally, the examination report form will be attached.

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- Degree programme in Medicine
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  - Examination requirements of the Master’s degree programme
  - Examination requirements of the Pre-Master’s programme in Medicine (PMG)
Appendix 1 – Cheating protocol

Based on Article 12 of the Guidelines and Instructions of the Board of Examiners for Dentistry and Medicine.

1. The terms cheating, plagiarism, and disturbance of order will be defined in accordance with the definitions given in the OER of the relevant degree programme. In addition, with regard to disturbance of order, the stipulations of Article 12 of the Guidelines and Instructions of the Board of Examiners 2022-2023 will also apply.

2. Cheating is an act or omission by a student designed to partly or wholly hinder a correct assessment of their own or someone else’s knowledge, understanding, and skills. This at least includes making copies of examination papers and disseminating these in any form. Plagiarism refers to copying another person’s work without proper acknowledgement of the source.

3. Irregularities that may constitute cheating, plagiarism, and/or a disturbance of order must be reported in writing to the Board of Examiners by or on behalf of the examiner.

4. The student concerned will be sent a copy of the report on the irregularities and will subsequently be given the opportunity to respond to the Board of Examiners with a written statement of defence, which must be submitted within the time frame stipulated.

5. Upon receipt of the report and/or the statement of defence, the Board of Examiners may decide to hear the examiner and/or the student.

6. If the Board of Examiners deems the reported irregularities to be in conflict with the applicable regulations concerning cheating, plagiarism, and/or disturbance of order, the documented irregularities will be regarded as cheating in terms of the Higher Education and Research Act (WHW) and the relevant OER.

7. If the Board of Examiners finds sufficient proof of cheating, plagiarism, and/or disturbance of order, it may ban the student concerned from further participation in examinations for a period not exceeding one year, in accordance with Article 7.12b.2 of the WHW.

8. In addition, if the Board of Examiners finds sufficient proof of cheating, plagiarism, and/or disturbance of order, it may also take one or more of the following provisional or definitive measures:
   a. in the event of serious cheating, to issue a recommendation to the Board of the University of Groningen to terminate the student’s registration
   b. to declare the student’s examination result or elements thereof invalid, if necessary with retroactive effect
   c. to issue an official warning to the student and record this in the student’s digital personal file

9. The decision that cheating has been proven is taken on the basis of at least the examiner’s report, the student’s statement of defence, if available, and reports of any relevant hearings. The Board of Examiners will indicate in its decision which other documents have contributed to and/or served as a basis for its decision.

10. In the event that the Board of Examiners concludes that the irregularities reported do not constitute cheating, it will inform the student(s) and examiner(s) concerned in writing as soon as possible.

11. The Board of Examiners aims to provide a definitive decision on each reported irregularity within six weeks of the date of receipt of the examiner’s report.
Appendix 2 – Protocol for Examination procedure

A. Admission to and conduct during examinations

1. No admission to the examination or to the room in which the examination is taken will in principle be granted after the official starting time of the examination. However, the examiner may decide to grant students access after the official starting time. The end time of the examination will not change accordingly.

2. Students may not leave the examination room during the first half hour of the examination, regardless of whether or not they started the examination. This does not apply to oral examinations.

3. Students may not leave the examination room to go to the toilet during the first half hour and the last half hour of the examination. This does not apply to oral examinations.

4. Students may not leave the room to go to the toilet during examinations with a regular duration of one hour or less.

5. Students may only have the materials needed to take the examination and a bottle of water on their desk. Eating in the examination room during the examination is not allowed.

6. Consulting dictionaries in any language is not permitted during examinations. Students taking examinations of the first year of the Bachelor’s degree programme in Medicine are allowed to consult a Dutch-English, Dutch-native language, or an English-native language dictionary, provided that this dictionary has been approved in advance by the Faculty of Medical Sciences. The dictionaries concerned are offered to the degree programme before the start of the Education Unit. If they are approved, a signed statement of approval will be placed on page 1. Medical or monolingual dictionaries are not permitted and any use of such dictionaries will be regarded as cheating.

7. All electronic and other devices that are designed to send, receive, and/or consult data and that are or may be helpful when sitting the examination must be switched off and stored in the students’ bags before entering the examination room unless these devices have been made available by the examiner. Switched off also means that any Bluetooth feature, any WiFi feature, as well as any other features with which the device in question can make contact is disabled. If devices are found that are not fully switched off, this is considered an attempt at cheating. Actual use of these devices is considered cheating. The invigilator is permitted to carry out the necessary checks (search history, log files, etc.). If the student refuses to cooperate this can be regarded as cheating.

8. Examinees must immediately obey all instructions of the Board of Examiners, the examiner or the invigilator published before the start of the written examination, as well as instructions given during or immediately after the examination.

B. Identification before and during examinations

1. On request, students must identify themselves with their University of Groningen student card.

2. Students who are unable to present a valid student card but can identify themselves with a valid passport, ID card, or Dutch driving licence will be provisionally admitted to the examination.

C. Invigilators

1. The Institute for Medical Education will ensure that invigilators are appointed to supervise examinations. The invigilators will ensure that the examination proceeds in good order.

2. An invigilator is authorized to perform the following actions before, during, and immediately after the examination:
a. check the registration documents of students  
b. check the identification documents of students  
c. examine the documentation required of students; the documentation required will be stated in the relevant Nestor course description before the examination  
d. examine other items belonging to students if irregularities are suspected or to obtain proof of irregularities. Devices can be temporarily seized for further investigation.

3. An invigilator is authorized on behalf of the examiner to deny students the right to participate in or continue to participate in an examination. Before deciding to do so, the invigilator must consult the examiner. An invigilator has the authority to deny a student the right to participate in or continue to participate in an examination if the student concerned:
   a. arrives after the start of the examination  
b. is unable to provide a UG student card or proof of identity (passport, identity card, or Dutch driver’s license)  
c. commits an irregular act  
d. uses mobile communication devices or similar devices or has such devices at the ready during the examination  
e. disturbs the orderly progress of the examination  
f. fails to obey the instructions given by an invigilator and/or the examiner.

D. Discovery and processing of cheating or suspected cheating  
1. A disturbance of order, as set out in this protocol, is an act or omission by a student that conflicts with the stipulations of this protocol.  
2. If an invigilator or examiner discovers any irregularity, they will make a note on the irregularities protocol form.  
3. After the examination, the invigilator or examiner must draw up a brief report based on the irregularities protocol to notify the Board of Examiners of the irregularities discovered. The Board of Examiners will then process the report in accordance with the Cheating protocol.  
4. The student involved will receive a copy of the report.

E. Stipulations concerning the examination  
1. The time available for taking a written examination must be indicated. The examiner has the right to extend the time indicated, on the condition that this does not interfere with any subsequent examinations. Students who leave the examination room early cannot derive any rights from the fact that a decision to extend was taken after their departure.  
2. Students with a performance disability (such as dyslexia) that is registered with the degree programme prior to the examination will be granted up to 30 minutes of extra time after the official end of the examination. The examiner may, however, decide to grant this extra time before rather than after the regular examination time. The examiner must notify the students concerned about this decision in this matter at least five working days in advance. No additional time will be granted to students taking the consultation test, which is part of the Consultation Skills course unit (Master’s in Medicine).  
3. Students must hand in all vignettes and examination papers to the assessor immediately after the end of an oral examination.  
4. Students must hand in their written examination to the invigilator immediately after the end of the examination.
F. Examiner’s decisions
The examiner who has been assigned to administer examination components will have the final say in matters not covered by this protocol and will report any such decisions to the Board of Examiners. The examiner is bound by the stipulations of this protocol in all other cases.

G. Safeguarding of statutory rights
Students can appeal against decisions made by or on behalf of an examiner via the Central Portal for the Legal Protection of Student Rights (CLRS). Students are referred to www.rug.nl/clrs and Article 17 of the Guidelines and Instructions for the Board of Examiners 2022-2023 for information about appeals and how to lodge them.
Appendix 3 - Facilitation Scheme for the Dentistry and Medicine degree programmes

A. Students eligible for the Scheme

1. Students who are active in Faculty committees:
   a) board members of M.F.V. Panacea, T.M.F.V. Archigenes, ISCOMS, and/or IFMSA-Nederland
   b) student members of the University Council and the student member of the University Council Presidium
   c) the student member of the UMCG Board of Management and student members of the O&O Council
   d) chair and secretary of ProMed and ProDent

2. Students with a recognized elite athlete status conferred by the University of Groningen elite sports coordinator.

3. Students who have a ‘student entrepreneur’ status awarded by the UGCE.

4. Students who are actively following multiple degree programmes simultaneously. The fact that a student is actively following more than one degree programme must be clear from the number of ECTS credit points earned in each programme. Students who are, and continue to be, correctly registered in two degree programmes will be provisionally admitted to the Scheme in the propaedeutic phase. If they subsequently fail to earn at least 45 ECTS credit points in the degree programme in Medicine or Dentistry, they will lose the right to use the Scheme in later years. In order to qualify for an annual extension of the scheme, students must earn at least 30 ECTS credit points in each year of the degree programme in Medicine or Dentistry.

5. Students who engage in other activities, to be determined by the Board of Examiners upon the student’s request.

B. General conditions for use of the Scheme

1. The Scheme or parts thereof may only be used on the basis of a written decision issued by the Board of Examiners stating that the student qualifies for the Scheme. Students must apply for participation in the Scheme before the start of a course unit. The Board of Examiners may decide to deny a request if a student’s progress cannot be facilitated due to a lack of capacity.

2. Students must submit a request for permission to be absent from activities at least 10 working days prior to the start of a course unit to the examiner and the producer/Curriculum Office of the year to which the course unit belongs. The Scheme will not apply to any absence that has not been requested in advance. The Board of Examiners may decide to deny a request if a student’s progress cannot be facilitated due to a lack of capacity.

3. In addition, the Scheme will not apply to any absence that has been denied by the examiner. In such cases, the student’s attendance is compulsory. See also item E.2.

4. Requests submitted after the starting date of a course unit may be denied by the examiner on the grounds of late submission.

5. Absence from a compulsory teaching activity does not mean that exemption from this activity has been granted. The examiners, lecturer, and producer must make a reasonable effort to offer the compulsory activities that the student in question has missed at an alternative time.
6. The Scheme only applies to the types of course units listed in Section C. All other course units fall under the standard OER, the Guidelines and Instructions, and the relevant protocols.

7. With a view to the *cum laude* regulations, a resit taken without the examinee having first taken the regular examination is considered the equivalent of the regular examination.

8. In principle, the Scheme does not provide for extra resits, although the Board of Examiners may decide to deviate from this rule upon request in extraordinary circumstances.

9. Support from the Scheme is granted for a period of no more than one academic year and is not automatically extended. Requests for facilities with a duration of 10 days or less will only be granted in exceptional cases. The Board of Examiners will assess whether a case is exceptional at the student’s request.

10. For students to which item A 4 applies, the Scheme will immediately end by operation of law as soon as they are no longer registered in two separate degree programmes.

**C. Facilities provided under the Scheme**

1. **Practicals**
   The examiner is expected to cooperate fully to achieve individual timetable changes. If such changes are not possible, the student may be given a substitute equivalent assignment to fulfil the obligations. Students who are unable to attend a practical examination must consult with the examiner in advance about whether they can resit the examination on another occasion.

2. **Tutor group, mentor group, learning community, and coaching group meetings**
   If a student has been absent from less than half of these meetings, the examiner will decide how the student may fulfil the obligations in a different way. Please contact the producer or the Curriculum Office concerned for requests about group allocation. Students’ wishes concerning group allocation will be taken into account if possible. Missing more than 50% of the meetings is not permitted.

3. **Oral examinations**
   Students who are unable to attend the oral part of the examination must consult with the examiner in advance about whether they can resit the examination on another occasion.

4. **Other obligations**
   The examiner will decide how students may fulfil their other obligations in a different way.

5. **Dentistry examinations or their components**:
   Students who fail the resit of a partial examination and who have not taken the regular examination will be offered one additional resit, on the condition that they request the application of this rule before the first regular partial examination.

6. **Regular written examinations**
   Written examinations are held at fixed times during the curriculum and are not offered individually. Oral or practical examinations may be taken at a different time after prior consultation with and upon the approval of the examiner.

---

1 For students of Dentistry, this also includes the course units Professional Skills 1.1, 1.2, 2.1, and 2.2, Scientific Skills 1 and 2, 3SL and 3KL, Professional Development 1, and Professionalization 2 and 3.

2 Does not apply to the new Bachelor’s degree programme curriculum as there are no partial examinations.
D. Applying for the Scheme
1. Students can apply for the Scheme by submitting a reasoned request supported by documentary proof to the Board of Examiners for Dentistry and Medicine via Board of Examiners@umcg.nl.
2. The Board of Examiners will decide whether they are eligible for the Scheme. Students who wish to participate in the Scheme for more than one academic year must submit a request for renewal each academic year.

E. Agreements and decisions based on the Scheme
1. The examiner and the student must make agreements in good time about the consequences of the student’s absence, including the use of the Scheme to remedy this.
2. If no agreement is reached, and the student feels that the Scheme allows their request, they can request that the Board of Examiners approve the desired provision. The student must first consult their study advisor and enclose the study advisor’s recommendation in their request to the Board of Examiners.
3. The Board of Examiners will make a definitive decision with regard to the request and inform the student, the study advisor, and the examiner of its decision. If necessary, the examiner will provide the Board of Examiners with more information about specific aspects of the request.

Step-by-step plan for students and use of the Scheme after Board of Examiners approval
1. Check whether the Scheme applies to you. If not, contact the Board of Examiners immediately.
2. Check which course unit (or parts thereof) you will miss and think about how you may remedy this.
3. Contact your examiner and, if necessary, the producer/Curriculum Office to discuss your request at least 10 working days before the start of the course unit.
4. Discuss your request and check whether the examiner approves it.
5. If not, ask your study advisor for advice and then submit a request to the Board of Examiners, enclosing the study advisor’s recommendation.
Appendix 4 – Protocol for the final assessment for the Master’s degree in Dentistry and the award ceremony (Dentistry examination)

1. A list is available indicating:
   a. Which students will graduate
   b. Which member(s) of the Board of Examiners for Dentistry (a special session of the Board of Examiners) or supervisor will give a speech for the candidate, possibly stating specifics (e.g. *cum laude*)
   c. If the candidate wishes to take the oath or vow.

2. Candidates are listed in order of surname (alphabetically) and the degree certificate is also awarded in alphabetical order.

3. The Board of Examiners for Dentistry consists of a day chair, secretary, and professors of dentistry and examiners from the Master’s degree phase. The Board of Examiners for Dentistry comes in or is already sitting at the table (depending on the location). The day chair sits in the middle with the secretary to their right, who reads the oath.

4. The day chair opens the public session of the Board of Examiners for Dentistry with a hammer strike.

5. The day chair:
   a. Welcomes all those present on this very happy day
   b. Requests everyone to turn off their mobile phones
   c. Then introduces the members of the Board of Examiners for Dentistry (behind the table) and themselves
   d. Explains what will happen: taking the oath or vow and signing the dentistry degree certificate. (The young dentists must register with the BIG register, this is mandatory in accordance with the BIG Act).
   e. The day chair indicates that no photography or other recordings may be made while taking the oath or vow. This is allowed during signing of the dentistry degree certificate.

6. The day chair asks everyone to stand and asks the secretary of the Board of Examiners for Dentistry to read the text of the oath or vow.

7. Everyone remains standing and the candidates take the oath/vow one by one.
   a. Day chair: Will you take the oath or the vow?
   b. Student answers: oath or vow.
   c. For the oath: Repeat after me raising two fingers of your right hand: so help me God Almighty.
   d. For the vow: Repeat after me: I vow.

8. When all candidates have taken the oath/vow, the day chair says: “I now declare that I have promoted you (all) to dentist with this hammer strike.”

9. Everyone may now sit down!

10. The young dentists are then asked to stand and are personally addressed by one of their supervisors. Please note: in view of the solemn nature of the degree certificate session, the
Guidelines and Instructions for the Board of Examiners of the Bachelor’s and Master’s degree programmes in Dentistry and Medicine

Academic year 2022 - 2023

speakers are expected to dress appropriately for the ceremony and to hand over any gifts to the young dentists only after the session.

11. If no supervisor is available or present, the day chair addresses the candidate. The candidate may then be applauded.

12. After the speech, the chair will invite the (young) dentist(s) to sit down at the table to sign the dentistry degree certificate. The secretary can supervise the signing, collect the degree certificate and supplements, and hand them over to the chair. The day chair can also arrange for signing of the certificate and presentation of the crown and Album Amicorum themselves.

13. The chair hands over the certificate and congratulates the young dentist, if applicable stating the honours predicate: applause.

14. Once all candidates have been up, the day chair congratulates the parents and relatives of the young dentists. They ask everyone to remain seated for a while to give the Board of Examiners for Dentistry the opportunity to convey their congratulations.

15. The day chair says that there will be drinks after the session.

16. The day chair closes the session of the Board of Examiners for Dentistry with a hammer strike and then congratulates the young dentists, followed by the members of the Board of Examiners for Dentistry and those who addressed the candidates.
Appendix 5 – Protocol for the final assessment for the Master’s degree in Medicine and the award ceremony (physician’s assessment)

PHYSICIAN’S ASSESSMENT PROTOCOL

General introduction
This protocol concerns the regular Master’s degree ceremony and will take effect in July 2022. Minor changes during the current academic year are possible if the situation so requires. The graduation ceremony is held monthly on the fixed dates (see annual agenda). By default, the starting point is that candidates from an affiliation are included in such a session if there are at least five candidates from the affiliation. If this is not the case, the graduation ceremony for that affiliation will be postponed to the following month. Obviously, this can be deviated from in consultation, both with a view to the wishes of the affiliation and the pressure on later award ceremonies. A session contains a minimum of nine to a maximum of 15 candidates, preferably from one affiliation, but it is possible to have candidates from multiple affiliations if the numbers and scheduling require this.

The list of candidates will be emailed to all candidates in advance, as well as to the relevant committee chair and secretaries, and to all affiliations. An affiliation coordinator takes the role of secretary. If there are candidates from two affiliations, that role is filled by the affiliation coordinator who has the most candidates in that session. This can be deviated from in consultation.

On the list, after each name, it is recorded whether they will take an oath or a vow and where relevant the honours predicate is stated. Seats are reserved in the front rows for the candidates in order of classification as indicated on the list. Only the members of the Board of Examiners sit behind the table.

Procedure during the graduation ceremony
1. The chair opens the public part of the meeting with a hammer strike.
2. The chair gives a welcome speech, explains the state of affairs:
   a) Introducing Board / turn off mobile phone / follow organization’s directions / etc.
   b) Secretary (affiliation coordinator) reads the text of the oath/vow.
   c) Candidates take the oath or vow one by one³ (no photographing and filming while taking the oath/vow).
   d) Promotion to doctor with another hammer strike.
   e) Chair addresses the candidates.
   f) Affiliation coordinator of the location where they followed the M2 clerkship addresses the candidates.
   g) Candidate comes forward and has a conversation with an affiliation coordinator based on a pre-sent questionnaire
   h) Candidate is given the opportunity to say something brief (not compulsory)
   i) Signing the degree certificate
   j) After everyone has signed, the chair will close the session with a congratulations and word of thanks.

³“Will you take the oath or vow? … (Depending on the answer): (When taking the oath) Repeat after me raising two fingers of your right hand: So help me Almighty God. (When taking the vow): Repeat after me: I vow.”
k) The chair asks the room to remain seated for a while giving the quests time to congratulate the candidates and leave the room. The chair also asks everyone to leave the room as soon as possible after the session and to be quiet in the hallway for any other sessions that may still be ongoing.

3. Carry out or have carried out the actions referred to in 2b to 2i successively. The Board can initiate an applause when promoting to a doctor and signing the certificate (per student).

4. The possibility that there are candidates from two affiliations in the session should also be taken into account. If this is the case, then:
   - each affiliation coordinator addresses the candidates from their affiliation;
   - 2f and 2g are done per affiliation, then signing is done for the group as a whole.

5. The chair closes the session of the Physician Board of Examiners with a hammer strike.

**Timeline per session**

Guidance times are given below for an average graduation ceremony. How long the session lasts depends on the number of candidates and how many different affiliations are present at one session. One hour and 15 minutes is planned for an award ceremony. Then 15 minutes before the next session starts. It is therefore important not to let the conversations per person run on. Half an hour before the start, the candidates and their guests are welcome for coffee/tea.

**Time**  | **Action**
---|---
0  | Word of welcome
5  | Reading the text of the oath/vow
  | Candidates take the oath or vow one by one (no photographing and filming while taking the oath/vow).
  | Promotion to doctor with another hammer strike.
15 | Chair addresses the candidates.
20 | Affiliation coordinator of the location where they followed the M2 clerkships addresses the candidates.
25 | Start of one by one addressing the student, interview and signing
Appendix 6 – Examination Evaluation and Report Forms

**Evaluation form course units Dentistry**

This evaluation form is completed by the examiner after each course unit. Appendix 1 to this form concerns the ECTG course units report form for determining the results. In connection with the processing of the results, the complete form must be sent to the Dentistry Curriculum Office as soon as the results are published. The form is also used to adjust the course unit.

**Course unit**

**Examiner:**

**Programme year**

**Date:**

| Objectives: Competencies and learning outcomes |  
|------------------------------------------------|----------------------------------|
| Are the learning outcomes derived from the competencies of the framework? | yes/partly/no\(^4\) |
| Have all learning outcomes been tested? | yes/partly/no |
| Is the test matrix present? | yes/partly/no |
| Has the test matrix been deviated from? | yes/partly/no |

**Comments:**

| Teaching programme: Learning material and contact moments |  
|-----------------------------------------------------------|----------------------------------|
| Note the content-related findings:                        |                                  |

| Was the following information available to students in advance? |  
|---------------------------------------------------------------|----------------------------------|
| - Learning outcomes                                           | yes/partly/no                    |
| - Course content                                              | yes/partly/no                    |
| - Content of contact moments                                  | yes/partly/no                    |

| Were the contact moments held as planned?                    | yes/partly/no                    |
| Were the relevant lecturers informed in a timely manner?     | yes/partly/no                    |

**Comments:**

---

\(^4\) Strike through what is not applicable

\(^5\) If a question is answered with partly or no, please provide additional information in the comments.
<table>
<thead>
<tr>
<th>Assessment</th>
<th>yes/partly/no</th>
<th>yes/partly/no</th>
<th>yes/partly/no/N/A</th>
<th>yes/partly/no/N/A</th>
<th>yes/partly/no</th>
<th>yes/partly/no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the assessment in its current form appropriate for the course unit?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the assessment information available to students in advance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Were the procedures for assessment followed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Assessment questions provided by lecturers on time and according to agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Assessment compiled using the test matrix</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>- Taking the assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Analysis or review of the assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- TBP, examiner, producer deadlines met</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were the partial results communicated to students in time (10 working days)?</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Was there an inspection time or feedback time?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete Appendix 1: ECTG assessment of course units report.

<table>
<thead>
<tr>
<th>Particulars, problems</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Note any particulars or problems:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjustment</th>
<th>yes/no</th>
<th>yes/no</th>
<th>yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are adjustments to the learning outcomes necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are adjustments necessary based on the content-related findings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are adjustments necessary based on the study material?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are timetable adjustments necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are adjustments to the assessment necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are any other adjustments needed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, indicate what and why:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 The following adjustments are meant here: adjustments to the study load, literature, teaching materials.
7 The following adjustments are meant here: different lecturer, more-less contact hours, different type of space.
8 The following adjustments are meant here: other criteria, assessment content, assessment matrix, assessment format, assessment time, method of reviewing and assessment form.
Assessment report form Dentistry course unit

Course unit: 
Examiner: 
Programme year: 

Advance quality assurance
The test (content) was compiled by two lecturers yes/no
The test criteria are derived from the learning outcomes and set by two lecturers yes/no

Retrospective quality assurance
Analysis of the assessments has taken place yes/no
Year Platform consultation yes/no

End results
Total number of students taking the course unit: n = ..
Total number of students in the analysis N = .. = ...%
Number and percentage (% of N) pass end result (Nv) (≥ 6, P or G) Nv = .. = ... %
Number and percentage (% of N) fail end result (No) < 6, F) Nv = .. = ... %

Problems/comments/miscellaneous

Results
The result of the course unit was established on .................(date) by the examiner.
The result of the course unit was seen on ............... (date) with approval of the preliminary result by the ECTG.

The definitive result was forwarded on ................................ (date) by ECTG for processing in Progress by the WIOO Education Office.

Examiner’s signature: ECTG chairman’s signature:

Date: Date:

---
9 Provide an explanation on the last page.
10 Provide an explanation on the last page.
Advance quality assurance

Lecturers involved in construction of the test

Lecturers involved in setting criteria (assessment form or rubric):

Retrospective quality assurance

Analysis of the assessments:

Brief report of the meeting with the Year Platform:
Report EXAMINATION REPORT MASTER’S DEGREE IN MEDICINE

Study year:
Course unit:
Examiner:
Progress code:
Start date OWE:
End date OWE:

Parts of the examination:

Calculation of the final mark for the course unit:

Overview of the final result of the course unit

Total number of course unit participants (n^T)

participants for whom examination grade has been determined (n^D)

participants ‘Good’ examination grade (n^G)

participants ‘Excellent’ examination grade (n^U)

participants ‘Pass’ examination grade (n^V)

participants ‘Pass after resit’ examination grade (n^{V2})

participants ‘Fail’ examination grade (n^O)

The preliminary results were published on ...... (date) by:

The result of the course unit was established on ...........(date) by the examiner.

Examiner’s signature .................................
The result of the course unit was seen on ............(date) 
with approval of the provisional result by the Board of Examiners for Dentistry and Medicine

yes / no

(R&R. article 5.1 (if no, state reasons below)

Signature of the chairman of the Board of Examiners

........................................................

The final result was published on ............... (date) by .............(initials)

List any remarks/problems below.

See remarks in overview below.
Report EXAMINATION REPORT Bachelor’s Degree in MEDICINE

Testing knowledge within the course units Causes of disease

Programme year:
Course unit:
Examiner:

Partial examination 1

Advance quality assurance
Test Assessment Panel: yes/no

Composition of written test
Test 1 : n questions = Test ... : n questions =
Test 2 : n questions = (Test ... : n questions) =
Test 3 : n questions = (Test ... : n questions) = .......
Total number of questions =

Retrospective quality assurance
Number of questions in the ‘suspect’ category:
Year Platform consultation:
yes/no
Were lecturers who compiled/submitted questions informed about the p-values and Rit values of their questions, and about elimination of questions yes/no

Elimination of questions
in accordance with §2.3: yes/no
Total number of questions eliminated :
Remaining number of questions after elimination : (n)

Calculation of cut-off score

<table>
<thead>
<tr>
<th>Questions</th>
<th>Remaining number of questions</th>
<th>Score from guessing (sr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Three-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Four-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Other</td>
<td>: ...........................</td>
<td>: ........................</td>
</tr>
<tr>
<td>Total</td>
<td>:</td>
<td>: (nr)</td>
</tr>
</tbody>
</table>

Cut off = nr + (n* - nr) x p
nr = guessing score :
n* = p99 score:
p = required level of knowledge : 60%

Total number of students in the analysis: N = = 100
%*

Number and percentage (% of N) ‘pass’ examination grade (Nv) (>= 5.5) Nv= = ....
Partial examination 2

**Advance quality assurance**
Test Assessment Panel: yes/no

**Composition of written test**
- Test 1 : n questions = Test ... : n questions =
- Test ... : n questions = Test ... : n questions =
- Test 3 : n questions = (Test ... : n questions) = .......
  Total number of questions =

**Retrospective quality assurance**
Number of questions in the ‘suspect’ category:
Year Platform consultation: yes/no
Were lecturers who compiled/submitted questions informed about the p-values and Rit values of their questions, and about elimination of questions: yes/no

**Elimination of questions**
in accordance with §2.3: yes/no
Total number of questions eliminated:
Remaining number of questions after elimination: (n)

**Calculation of cut-off score**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Remaining number of questions</th>
<th>Score from guessing (sr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Three-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Four-option items</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>Other</td>
<td>: ..................</td>
<td>: ..................</td>
</tr>
<tr>
<td>Total</td>
<td>:</td>
<td>: (nr)</td>
</tr>
</tbody>
</table>

Cut off = nr + (n* - nr) x p :
nr = guessing score :
n* = p99 score: :
p = required level of knowledge : 60%

Total number of students in the analysis: N = 100
%**
Number and percentage (% of N) ‘pass’ examination grade (Nv) (>= 5.5) Nv= .... %
Result semester ... in entirety (before resit examination)

<table>
<thead>
<tr>
<th>Tests missed</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>:</td>
</tr>
<tr>
<td>2</td>
<td>:</td>
</tr>
<tr>
<td>3</td>
<td>:</td>
</tr>
<tr>
<td>4</td>
<td>:</td>
</tr>
<tr>
<td>5</td>
<td>:</td>
</tr>
</tbody>
</table>

**Calculation of the final mark for the entire semester...**
Figure calculated according to formula from §2.4 yes/no
Total number of students taking the course unit: \( n = \)

Number and percentage (% of N) 'pass' examination grade (Nv) (>= 5.5) \( \text{Nv} = \text{...} \% \)

The preliminary results were published on:
- Partial examination A [date] by [name]
- Partial examination B [date] by [name]
Resit examination on [date]

**Composition of test questions per theme:**
- Theme 1: \( n \) questions =
- Theme 2: \( n \) questions =
- Theme 3: \( n \) questions =
- Theme 4: \( n \) question =
- Theme 5: \( n \) questions =
- (Test 6: \( n \) question) = ....

**Retrospective quality assurance**

Number of questions in the ‘suspect’ category:

Year Platform consultation: yes/no

Were lecturers who compiled/submitted questions informed about the p-values and Rit values of their questions, and about elimination of questions: yes/no

**Elimination of questions**

in accordance with §2.3: yes/no

Total number of questions eliminated:

**Composition of test questions per theme after elimination:**
- Theme 1: \( n \) questions =
- Theme 2: \( n \) questions =
- Theme 3: \( n \) questions =
- Theme 4: \( n \) questions =
- Theme 5: \( n \) questions =
- (Test 6: \( n \) question) = ....

**Composition of test after elimination:**
- Test ...: \( n \) questions =
- Test ...: \( n \) questions =
- Test ...: \( n \) questions =
- Test ...: \( n \) questions =
- Test ...: \( n \) questions =
- Test ...: \( n \) questions =

**Extrapolated scores from resit examination:**

**Number of students who took the resit examination:**
- Test ..
- Test ..
- Test ..
- Test ..

**Number of students with a pass for the semester after the resit examination:**
- Test A: \( ... \) of ..., so ..%  
- Test B: \( 50 \) ... of ..., so ..%  

**Number of students with a pass for the semester after the resit examination:**
- Total: \( ... \) of ..., so ..%  
- After the resit examination, in total, \( ... \) of the \( ... \) students passed ( \( ... \)%)

The preliminary results will be published on: [date] by [name]

The result of the course unit was seen on ............... (date) with approval of the preliminary result by the Board of Examiners for Dentistry & Medicine. yes/no

If not, please state the reasons below.
The final result was published on ....................... (date) by ............................... (name)

Description of further comments on problems:

Examiner: 

Chair of Board of Examiners: 

Date: 

Date: