

**APE PROCESS**

1. **Terminology:**

APE	Anatomy Practical Exam
Cycle	The time at which a group of students will be examined
Station	The lettered set of specimens on which a student will be examined (A-E)
Order	The first numbered substation of specimens on which the student will be examined (1 or 2)
Corral	When students are held either before or after their examination in order to prevent potential mixing with those that have yet to be examined.
OMIS	OSCE Management Information System, created by software company Qpercom.
OSCE	Objective Structured Clinical Examination
LT	Learning Technology

Students may be “Corralled” ahead of the exam start time and also on completion of their “Cycle” so that they cannot share information about the exam content. 10 students will be examined in each “Cycle”, 2 Students will go to each “Station” (lettered A-E), the “Order” indicates at which substation they will each start (A1, A2 etc.)

2. **Programme.** The dates for the APEs will be identified by the Assessment Team following consultation with the Anatomy Lead, the LT Team, OSCE Manager and Module Controllers. The dates will be provisional until Registry has published/confirmed the dates/times of the written exam papers. Once finalized the dates will be circulated by the OMIS Manager to the:

- a. Main School events calendar.
- b. LT Team, who are responsible for notifying central IT Services in good time.
- c. Anatomy Lead, who is responsible for cascading the dates to the relevant anatomy staff.
- d. Module Controllers, who are responsible for communicating dates to the students. The students should be advised that they are to be present in St Andrews for the whole exam diet. While the exams may be scheduled to occur before the end of the diet if there are any delays to the exam programme, for any reason, then exams may be rescheduled to another day of the diet at short notice.
- e. Qpercom (OMIS), who will ensure that they do not schedule any routine work on exam days.

3. **Timings.** The APE Manager will liaise with the Anatomy Lead to arrange the precise timings for each exam and advertise widely as early starts or late finishes have an effect on staff.

4. **Preparing Exam Questions for approval.** The submission date for exam questions will be relayed to the Anatomy Lead by the Exams Officer. The Anatomy Lead is then responsible for providing the questions for each module in good time for the assessment meetings and for ensuring that the models/prosections/images are available for all questions. See Appendix 1.

5. **Setting up Exam - LT.** The Anatomy Lead is responsible for setting up the exam:
  - a. The Anatomy Lead must first set up an Element page for each APE session on Galen and validate.
  - b. The APE Manager must upload the latest version of the approved questions from the bank; the OMIS Manager must upload the candidate lists to OMIS (with candidate numbers rather than matriculation numbers). No further amendments should be made to the exam questions at this stage. The exam should then be created using this data. 'Extra time' students should be split, half in last session before the interval and half in the last session before the end of the exam. For data security this work must only be done within the Assessment Office.
  - c. The APE Manager must set up the 'OSCE bells' rotation on Galen.
6. **Setting up Exam – Practical.** The Anatomy Lead is responsible for coordinating the practical arrangements for the exam:
  - a. The Anatomy Lead must secure the required number of models, prosections and images, ahead of the exam diet.
  - b. The APE Manager will work with the DR Technician to set up the Stations ahead of the exam.
7. **Summary of organizing team responsibilities and tasks.** See Appendix 2.
8. **Examiners.** Training and briefing of staff will take place as follows:
  - a. The Anatomy Lead will liaise with the LT Team to arrange iPad training for examiners prior to the exam. All staff are required to attend the training and briefing session for each exam.
  - b. There will be an APE brief for the examiners and LT Team before the exam. A 'walk through' with the anatomical specimens is essential for all staff to ensure consistency. See Appendix 3.
  - c. Passwords for examiners will be set by the OMIS Manager on an annual basis. If an examiner cannot log on prior to an exam the APE Manager should reset the password to the existing setting.
9. **Student's Fitness to be examined.** If any member of staff is concerned about a students' fitness to take part in the exam they should refer the student to the Anatomy Lead for a decision.
10. **Briefing of Students.** The APE Manager will arrange for students to be corralled prior to the start time of their exam and brief as required. See Appendix 4.
11. **Students arriving late.** Students who do not reach either the required start or corral times, as instructed by the APE Manager, will not be admitted to the exam. Students should be instructed by the APE Manager to contact the Director of Teaching to apply for a deferred assessment, which may or may not be granted, depending on the circumstances.
12. **LT Contingencies.** The exam process is dependent on IT systems, some of which are out with the control of the LT Team. Prior to the exam the APE Manager should prepare as follows:
  - a. In the event of an iPad failure it should be swapped with a working model. In the event of multiple iPad failure or loss of network, paper hard copies of the Exam and Marking sheets should be used.
  - b. In the event of Galen failure a manual stopwatch and bell (with charged batteries) should be used.

13. **Power failure procedures.** In the event of a power failure the APE Manager should assess the nature of the failure:
- a. In the case of a power flicker the power may only be off for a few seconds and then restore, therefore no action is needed.
  - b. In the event of a full power failure the problem may be localised or more widely spread (it may be possible to assess this by looking out of the window at other parts of the building). In the case of a local power failure the APE Manager should contact the Janitors (x1853) and ask for them to contact Estates or contact Estates directly (x3999), emphasising the point that a practical exam is in progress and that the problem is urgent. In the event of a whole building, full power failure no external action is needed as the failure will be dealt with by the Building Manager.
14. **Power failure contingencies.** Even in the event of a full power failure it may be possible for the APE to proceed, subject to environmental (especially daylight) and at the discretion of the Anatomy Lead. The following contingencies must be applied:
- a. Hard copy paper marking applied. Manual stopwatch and bell used.
  - b. Swipe card access to doors will default to unlocked, but may also be manually overridden using key (as a result all staff must be more vigilant of access to/exit from the DR).
15. **Emergency Evacuation Procedures.** In the event of a Fire Alarm or other immediate threat it is the responsibility of the APE Manager and examiners to evacuate the exam venue.
- a. All equipment and exam paperwork must be left at the exam station.
  - b. Students must not waste time collecting bags and coats.
  - c. The APE Manager and Examiners should direct students to the fire muster point via the nearest evacuation route (back stairs).
  - d. The APE Manager must go to the Fire Co-ordination Point (Front door Fire Panel) and liaise as required.
  - e. Students are not allowed access back into DR until invited to do so by the APE Manager.
16. **Results.** On completion of the exam diet the Exams Officer will download the results from OMIS and perform the analysis. If there is a significant difference in performance between the 'a' and 'b' versions of a station then an adjustment will be made, most likely by omitting the questions which contribute most to the discrepancy.
17. **Post-exam review.** The Anatomy Lead is responsible for organizing a post-exam review with relevant staff and subsequently revising questions where relevant, for future use.

Appendices:

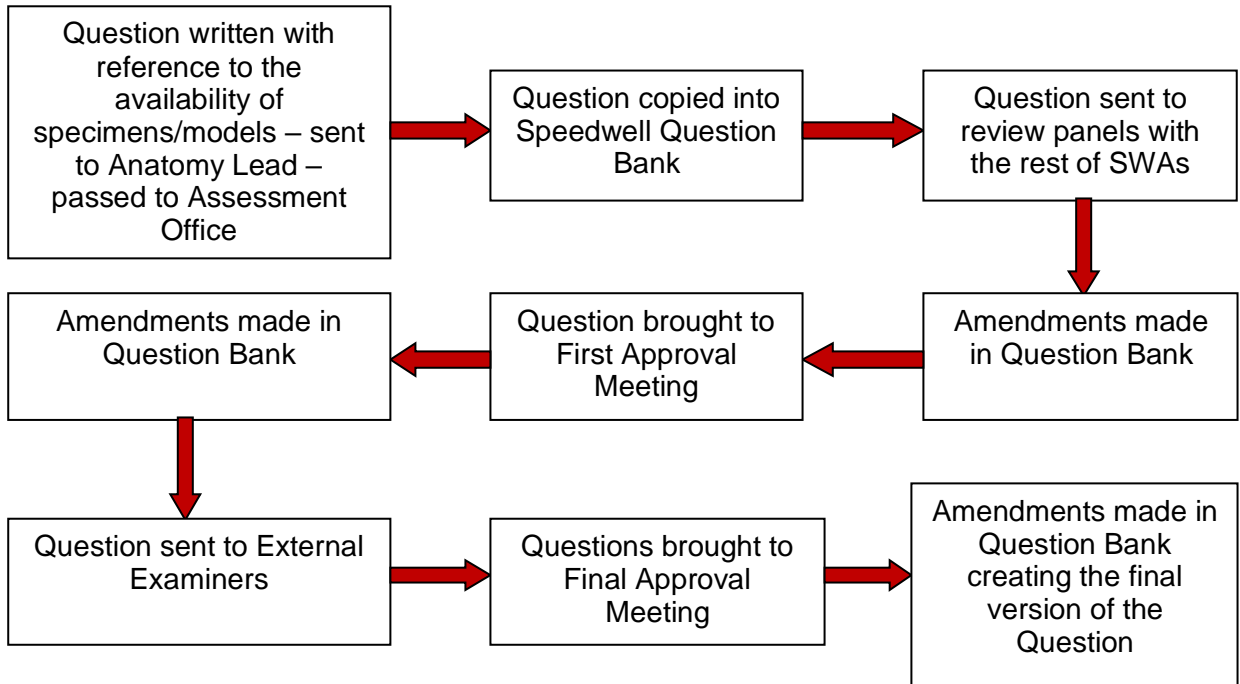
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| Appendix 1. | From new question to exam                             |
| Appendix 2. | Summary of organising team responsibilities and tasks |
| Appendix 3. | Examiners Brief                                       |
| Appendix 4. | <a href="#">Emergency evacuation route</a>            |
| Appendix 5. | Students Brief  |

**APPENDIX 1**  
**APE STRUCTURE FROM NEW QUESTION TO EXAM**

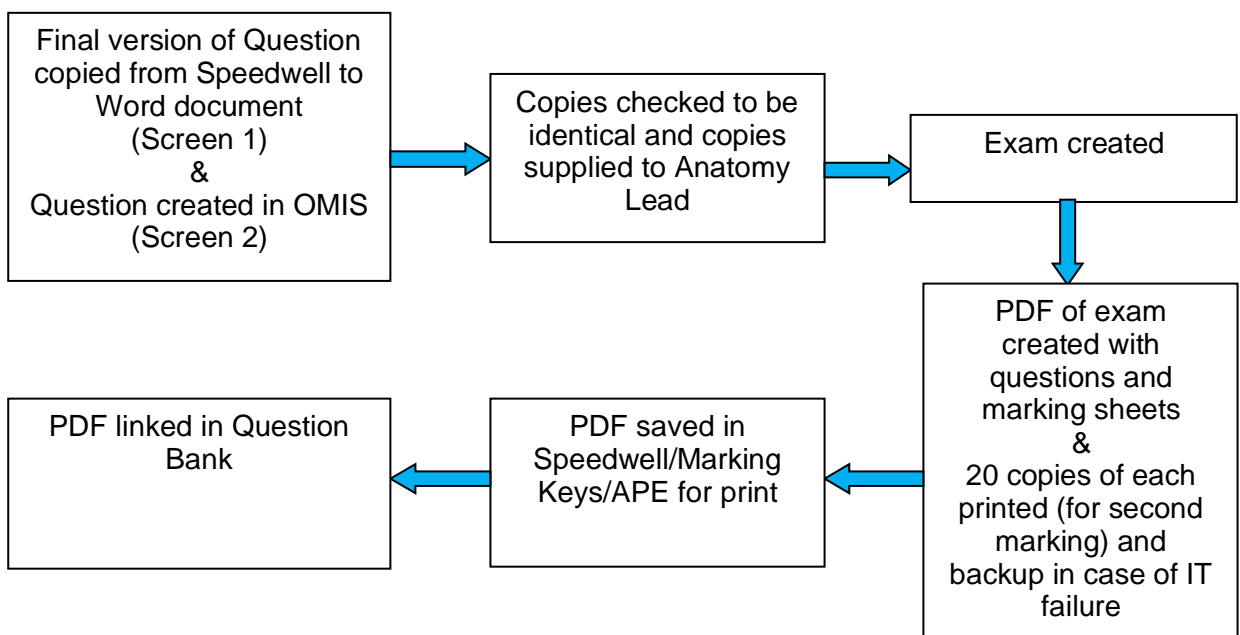
1. **Responsibility.** It is the responsibility of the Assessment Team to manage the Question Bank of APE questions. It is the responsibility of the APE Manager to populate the APE in OMIS with the most recent version of a question from the Question Bank. Both parts of the process must be conducted in the Assessment Office for reasons of data security.

2. **Process.** The process by which an APE question is written by the author and uploaded to the bank/exam:

a. The Assessment Office:



b. The **APE Manager (in the Assessment Office)**:



**APPENDIX 2**

**APE STRUCTURE - SUMMARY OF ORGANISING TEAM RESPONSIBILITIES AND TASKS**

1. Anatomy Lead:
  - a. Retains full responsibility for entire APE process.
  - b. Provides exam questions for approval.
  - c. Checks that there are sufficient models/prosections/images as required.
  - d. Liaises with the APE Manager regarding precise timings of the exam.
  - e. Oversees the organization of the staffing in terms of Examiners, APE Manager, DR Technician, Clinical Skills Technician, and Corral Administrator.
  - f. Trains the Examiners.
  - g. Remains available to make key decisions on each day of Exam (therefore being excused from the role of Examiner).
  - h. Makes decisions regarding students' fitness to take the exam, late arrivals and no-shows.
  - i. Undertakes post-exam review.
2. APE Manager:
  - a. Plans the student list, examiners, the dates, timings and cycles.
  - b. Creates exam in OMIS using the above information and the final version of exam questions. For reasons of data security this work must only be done within the Assessment Office.
  - c. Informs students of exam timings and requirements, via Galen.
  - d. Inputs the final version of questions to OMIS.
  - e. Sets up the 'Galen Bells'.
  - f. Manages the exam as it progresses, with the assistance of the Anatomy Lead and designated member of the LT team.
  - g. Briefs the students as they arrive. Liaises with Anatomy Lead about fitness of students to take the exam, late arrivals and no-shows.
3. DR Technician:
  - a. Plans the layout and equips the stations.
  - b. Supplies a manual bell and stop watch with fully charged and tested batteries.
  - c. Facilitates the flow of students between DR and corral (normally the ARC)
  - d. Supports the LT team.
  - e. Notifies students of closure of the ARC for exam preparation and during the exam diet. Ensures that the ARC computers are switched off during exams.

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- f. Displays and starts the Galen timer.
4. Clinical Skills Technician:
    - a. Holds students in the pre-exam corral.
    - b. Confirms attendance of students and liaises with APE Manager/ Anatomy Lead about late arrivals and no-shows.
  5. Corral Administrator:
    - a. Ensures that students remain in post-exam corral until directed by the APE Manager that they can be released.
    - b. Ensures students in post exam corral do not communicate with those outside i.e. no mobile phones.
  6. LT Team:
    - a. Provides fully charged iPads for examiners.
    - b. Warns IT helpdesk in good time, confirming that no rebuilds are scheduled for the day before or during the exams.
  7. Exams Officer:
    - a. Informs the Anatomy Lead of dates by which exam questions are required.
    - b. Ensures that the Anatomy Lead has a copy of the final version of exam questions (produced by APE Manager).
    - c. On completion of the exam diet downloads data from OMIS and performs an analysis, especially a comparison of the relative performance of versions a and b.
    - d. Advises module boards regarding any required adjustments.
    - e. Feeds back analysis of results to the Anatomy Lead.
  8. OMIS Manager:
    - a. Communicates dates to all relevant parties.
    - b. Sets OMIS passwords.

**APPENDIX 3**  
**APE STRUCTURE - EXAMINERS' BRIEF**

1. Briefing. To ensure consistency there will be a briefing from the Anatomy Lead for all examiners prior to each exam diet. All examiners are strongly encouraged to attend and practice using iPads.
2. Preparation:
  - a. Dress in clean lab coat; wear a name badge.
  - b. Arrive 20 minutes before the exam begins.
  - c. Coffee breaks will be provided.
  - d. Turn off mobile telephone
3. Before the exam starts:
  - a. Log on to OMIS and read through the questions.
  - b. Examine specimens, models and images
  - c. Report any problems to APE Manager/DR Technician/Anatomy Lead.
4. During the exam:
  - a. Stick to time.
  - b. Alert the APE Manager to any problems that arise. If the problem is IT based, request a transfer to a new iPad.
  - c. Record student marks before the next student arrives.
5. Contingencies. In the event of a fire alarm leave all papers and equipment and escort students out via the backstairs fire exit. Assemble in the Gateway car park at the front of the building.

**APPENDIX 5**  
**APE STRUCTURE - STUDENTS' BRIEF**

**When calling student names:** remind them to bring all bags jackets and any other paraphernalia with them and put it in the lockers at the far end of the DR corridor.

**In the DR Corridor:**

Ensure everybody is at the correct seat corresponding to their station. Re-reading the names acts as a second check.

*"I will now remind you of the exam procedure. In a few moments time a bell will go off in the DR and you will enter. You will go to your station indicated by the letter and number on the wall behind you. There is a handy map on the wall so you know where to go. There are also labels at the table so you can't possibly get lost. If you do get lost, one of the examiners will help you out.*

*At your station you will find a table with specimens and models and an examiner. The examiner is just one of the Demonstrators or academics you know well.*

*Once inside you will have One Minute to sort yourself out and find your station. A bell will sound to start the exam. You will have 2 ½ mins and 5 questions at each of your four stations. Then a bell will ring and you will move on. The examiner will move with you so you can't possibly get lost. There is no gap between stations so please move quickly.*

*Is everybody happy with that?*

*When the final bell goes you will leave the DR by the far door. Do not stop to wash your hands, do not stop to change your gloves. We have a bin out here for your gloves and you can wash your hands in the ARC; I just need you out of the room as quickly as possible so the next lot can go in."*

Confirm everybody is clear on the instructions and invite any questions.

Remind them that no mobile phones are allowed in the DR and they should put them in a locker if they have not already done so.

*"We would like you to be precise with your answers. No vague answers. You will be given a pointer and will be expected to precisely indicate the structure you are attempting to identify. Please ensure that you also pay attention to Left and Right in the question."*

*Should there be time left at the end of a station you are perfectly entitled to go back and change any of your answers. Similarly, if you wish to skip a question and comeback to it later, that's ok too. This can only be done on the station you are currently at. You cannot change answers from a previous table. Do be aware though, that if you go and change a previously correct answer to an incorrect one; it will be marked as incorrect. "*

Invite them to collect gloves and inspect the map.

With one minute to go ask if they have any last questions before they go in.



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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
8 Aug 17	Revised for academic year 2017/18	
23 Aug 19	Update links	