



UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University

NATIONAL INSTITUTE FOR HEALTH SPECIALTIES

ASSESSMENT BY LAW V.2020
UNITED ARAB EMIRATES



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UNDERPINNINGS FOR THE BYLAW

In reference to the Cabinet Decree No. 28 for 2014 to establish the National Institute for Health Specialties, based on the general internal bylaw of the Institute approved by the Board of Directors, and guided by the practice of residency programs in the country, and in comparison, to similar regional and international experiences, the Board of Directors of the Institute approved the following bylaw.

NAME OF THE BYLAW AND ITS ENTRY INTO FORCE

This Bylaw is named the "Assessment Bylaw of the National Institute for Health Specialties" and is effective from the date of its approval by the Institute's Board of Directors.

PART 1: DEFINITIONS

In this bylaw, the following words and phrases denote the meanings set out in front of each of them unless the context of the text indicates otherwise.

| Term | Definition |
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| Institute | National Institute for Health Specialties |
| Secretary-General | Secretary-General of the Institute |
| Board of Directors | Board of Directors of the Institute |
| Specialized Scientific Committees | Specialized scientific committees of the Institute |
| Council of Scientific Affairs | Council of scientific affairs of the Institute |
| Training Center | The health establishment that received institutional and program-level accreditation by the Institute |

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| Trainer | A health practitioner of both gender who participate in the training process in one of the Institute's specialized programs and meets the standards of the institute. |
| Trainee | A health Practitioner of both gender who is registered in one of the NIHS specialty accredited training programs. |
| Training year | A training period of twelve months. The Institute determines the starting date of the training, and it includes the stipulated vacations. |
| The executive rules of Assessment | The executive rules of Assessment issued by the Institute. |
| Central Assessment Committee | Central Assessment Committee formed by a decision of the Secretary-General. |
| Assessment Violations Committee | Assessment Violations Committee formed by a decision of the Secretary-General. |
| Assessment and Measurement Unit | Assessment and Measurement Unit of the Institute |
| Department of Academic Support | The Department of Academic Support of the Institute under the Institute Secretary General |
| Examiners | Qualified health practitioners to carry out trainee assessment/exams. |
| Admission Exams | The exam organized by the Institute as one of the criteria for accepting trainees in the various specialized programs. |
| Promotion | The transfer of the trainee from one year of training to the next year in the specialized training program. |
| Final Exams | The last exam to measure the level of knowledge, skill, and competencies, which qualifies for a certificate of specialization from the Institute. |

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| The Candidate | The trainee who fulfilled the requirements for entering one of the exams organized by the Institute. |
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PART 2: GENERAL PROVISIONS

Article 1

The Institute adopts an integrated system of assessment based on various exams and means of continuous assessment of the trainees throughout the training period and the assessment results are determined based on the total performance in different assessment methods used.

Article 2

The Institute issues a map and an annual plan for the examinations that include the number and type of exams, times, places, or methods of holding them.

Article 3

All exams and other assessment methods are subject to a methodological preparation process for the purpose of ensuring quality and achieving the assessment objectives. This includes selecting, classifying, and reviewing questions scientifically, technically, and linguistically, as well as post-test analysis.

Article 4

The Institute adopts the methodology of inadmissibility of negative marking.

Article 5

The Institute undertakes the continuous review and periodic evaluation of the examination methodologies, contents, means, and procedures in order to realize the best approach for organizing the assessment process and achieving the desired goals.

Article 6

The executive rules for assessment prepared by the Institute shall be consistent with the provisions of this bylaw.

Article 7

This bylaw is reviewed periodically or at any time determined by the Board of Directors based on the recommendation of the Secretary-General. The approved bylaw is published through appropriate means.

PART 3: ADMISSION EXAM

Article 1

The admission exam for eligibility to join the residency programs accredited by the Institute contains basic health sciences knowledge and applications related to the relevant specialty.

Article 2

The admission exam does not apply to applicants for admission to fellowship programs under the Institute.

Article 3

Passing the admission exam is a prerequisite for trainee registration under the Institute unless there is approved exception by the Institute.

Article 4

The result of passing the admission exam is valid for two years from the date it was obtained.

Article 5

The admission exam formats and the pass rate in it are determined according to the executive rules for assessment issued by the Institute.

Article 6

The executive rules for assessment determine the instances of exemption from admission exam and the mechanism for deciding in this respect.

Article 7

The Institute prepares and publishes the knowledge resources and scientific reference lists to guide those planning to take the admission exam for the various specialties.

PART 4: PROMOTION EXAMS

Article 1

Training centers adopt the exams as part of the requirements for promoting the trainees from one training year to the next year, with the aim of ensuring the acquisition of the competencies required in that year.

Article 2

The content of the exam shall be consistent with the training curriculum and with the requirements of the relevant training phase contained in the training milestones document for the relevant specialty.

Article 3

The executive rules for assessment and the systems adopted in the training centers specify any other details related to the promotion exams.

Article 4

The result of the promotion exam is valid for the year in which the test was taken, and it cannot be considered valid for the following year in case the trainee is not promoted.

PART 5: FINAL EXAMS

Chapter 1: FINAL WRITTEN EXAM

Article 1

The final written exam aims to verify that the trainee has obtained the necessary cognitive competence in the relevant field of specialization.

Article 2

Passing the final written exam determines eligibility to enter the final clinical exam.

Article 3

The executive rules for assessment determine the components and formats of the final written exam and the pass rate.

Article 4

The final written exam shall be held according to the periodicity and timing specified by the executive rules of assessment, and as contained in the map and the annual plan for the exams.

Article 5

The final written exam may not be repeated.

Article 6

The executive rules for assessment specify the conditions for sitting for the final written exam and the number of attempts allowed.

Article 7

The candidate is not allowed to enter the final written exam if he/she has exhausted all permitted attempts.

Chapter 2: FINAL CLINICAL EXAM

Article 1

The final clinical exam aims to assist in verifying the trainee's specialized competence and his ability to practice the profession in the field of specialization independently and safely.

Article 2

To sit for the final clinical exam, the trainee must pass the final written exam according to the stipulations issued by the Institute.

Article 3

The executive rules of assessment specify other conditions for entering the final clinical exam and the number of attempts allowed.

Article 4

The candidate is not allowed to enter the final clinical exam if he/she has exhausted all permitted attempts.

Article 5

The executive rules for assessment define the components and formats of the final clinical examination and the pass rate.

Article 6

The final clinical exam for the board certificate from the Institute is held once a year.

Article 7

The final clinical exam may not be repeated.

PART 6: ASSESSMENT STRUCTURE

The assessment process is organized and supervised through a system that includes the Central Assessment Committee, Assessment and Measurement Unit, Specialized Scientific Committees, and Training Centers.

CHAPTER 1: CENTRAL ASSESSMENT COMMITTEE

Article 1

The Secretary-General shall form a Central Assessment Committee to be chaired by a specialist in assessment affairs. Its membership includes representatives of the specialized scientific committees and other members chosen by the Secretary-General.

Article 2

The head of the Assessment and Measurement Unit shall be a member and rapporteur of the Central Assessment Committee, he/she shall supervise the organization of its meetings, the recording of its minutes, and the keeping of records related to it.

Article 3

The scope of responsibilities the Central Assessment Committee includes the areas of proposing policies and systems and overseeing the construction and application of quality standards in assessment processes, especially exams.

Article 4

The Central Assessment Committee performs the following responsibilities and duties:

- a. Preparing systems, procedures and documents related to assessment processes and requirements and providing them to the relevant authorities.
- b. Periodically reviewing the assessment bylaw and the associated executive rules of assessment and submitting proposals for amendment and improvement.
- c. Adopting scientific methods and sound procedures for assessment and exams and recommending to the Institute on their adoption.
- d. Supervising the building-up of question banks and developing scientific frameworks for designing questions and appropriate statistical methods for analyzing exam results and measuring levels.
- e. Supporting the capacities of the Specialized Scientific Committees and examiners and carrying out internal reviews to improve and develop performance in this respect.

- f. Studying the recommendations issued by the Specialized Scientific Committees, examiners and training centers in matters related to assessment and make use of them in the work of the committee.
- g. Supervising the Assessment Violations Committee and approving its decisions and recommendations.
- h. Accessing global experiences and developments in the field of assessment and make use of them in the committee's work and in its recommendations to develop the Institute's performance in this respect.
- i. Setting criteria and requirements for selecting examiners and approving lists of examiners based on the received nominations.
- j. Proposing and organizing appropriate seminars and training activities to develop capacities in the field of assessment in coordination with the relevant authorities.
- k. Studying matters related to assessment that are referred to the committee by the Council of Scientific Affairs or the Institute's structures and issue appropriate opinions and recommendations in this respect.
- l. Any other related tasks included in the executive rules for assessment or mandated by the Secretary-General.
- m. The Central Assessment Committee may form sub-committees or working groups to accomplish its tasks, and it may seek the help of people outside its membership.

Article 5

The executive rules for assessment determine the operational procedures for the Central Assessment Committee, its meetings, and the mechanisms for issuing its decisions and recommendations.

Chapter 2: ASSESSMENT AND MEASUREMENT UNIT

Article 1

The Assessment and Measurement Unit acts as a technical secretariat and a focal point to support the work of the Central Assessment Committee.

Article 2

The assessment and measurement unit shall have the following responsibilities and duties:

- a. Issuing the annual calendar for the exams after approval by the Institute and announcing the dates and procedures for the exams.
- b. Availing publications and documents related to assessment and enabling the relevant authorities inside and outside the Institute to access them.
- c. Organizing logistical matters related to storing, securing, and holding exams, in addition to aspects of marking and analysis, and announcing the results, in coordination with the relevant units in the Institute.
- d. Dealing with direct management of exam banks, their provision and development in accordance with policies, and working to use technology in assessment processes in coordination with the Information Technology Unit.
- e. Maintaining and developing assessment databases, including exam results, reports, and lists of examiners, and updating them continuously.
- f. Organizing the Central Assessment Committee meetings and the working groups emanating from it and formulating the committee's recommendations and submitting them to the Secretary-General through the committee's chairperson.
- g. Organizing communication with training centers, specialized scientific committees and examiners, in addition to receiving inquiries from candidates for exams and responding to them.
- h. Any other tasks mentioned in the executive rules of assessment or assigned by the director of the Academic Support Department.

Chapter 3: SPECIALIZED SCIENTIFIC COMMITTEES

Article 1

The specialized scientific committees shall have advisory roles in the field of assessment, and each specialized scientific committee represents the technical reference in the specific specialty field.

Article 2

The specialized scientific committees perform the following tasks and duties in the field of assessment:

- a. Proposing policies, systems and procedures related to assessment and submitting them to the Institute's competent bodies.

- b. Providing technical advice to the Institute's relevant structures on the objectives and contents of the continuous assessment methods for the trainees, including the preparation of assessment forms and how to ensure compliance with them.
- c. Proposing the names of potential examiners to participate in the Institute's exams and submitting their names to the Central Assessment Committee for consideration for approval.
- d. Expressing views on any assessment-related issues referred to it by the Council of Scientific Affairs, the Central Assessment Committee, or the relevant Institute's structures.
- e. Participating in the developmental work related to the assessment policies and regulations, and the periodic reviews that take place thereon.
- f. Any other tasks dictated by the executive rules of assessment or mandated by the Institute.

Chapter 4: TRAINING CENTERS

Article 1

Training centers are entrusted with supervising the progress of trainees and their promotion based on fulfilling the standards and conditions and based on the Institute's policies and regulations.

Article 2

Training centers, through their appropriate structures, carry out the following responsibilities and duties in the field of evaluation:

- a. Ensuring that the various specialized programs at the center level adhere to the application of the Institute's guidelines in assessing the trainees.
- b. Supervising the organization and monitoring of the results of the promotion exams and other assessment methods and ensuring their conformity with the standards issued by the Institute.
- c. Making decisions to promote trainees from one year of training to the next, according to meeting standards and passing exams.
- d. Submitting reports and notes related to the assessment and promotion of trainees to the Institute and following up the directives in this respect.
- e. Monitoring the commitment of the trainees and trainers to the correct procedures in monitoring and auditing the information on the assessment

- standards in the forms or means related to the continuous assessment of the trainees.
- f. Supervising provision of feedback to trainees regarding the course and results of their assessment and providing them the opportunity to propose recommendations for improvement.
 - g. Providing observations and recommendations that would help in tackling difficulties and the Institute's assessment experience.

PART 7: EXAMINERS

Article 1

The Central Assessment Committee approves the list of examiners based on the nominations of the Specialized Scientific Committees, after fulfilling the criteria.

Article 2

The examiners are selected from among those who meet the following conditions:

- a. Qualification as a consultant in the relevant specialty unless there is a reasoned exemption from the Central Assessment Committee.
- b. Experience and previous participation in assessment activities for a period of not less than three years, and no exemption to this condition is made except with the approval of the Central Assessment Committee.
- c. The examiner should not be one who is involved in delivering training courses to prepare for the exams organized by the Institute within the relevant specialty.
- d. The examiner should read the conflict-of-interest form and sign it.
- e. Any additional conditions issued by the Central Assessment Committee.

Article 3

For the purposes of quality assurance, examiners may be invited from outside the country based on nominations approved by the Central Assessment Committee and approved by the Secretary General or based on valid agreements between the Institute and other parties.

Article 4

Members of the Specialized Scientific Committees are prohibited from organizing experimental tests for those sitting for the Institute's exams or participating in paid or unpaid training courses to prepare for the exams.

Article 5

The program director or the trainers in any training center are not allowed to participate as examiners in the final clinical exam for trainees under the responsibility of the training center to which they belong.

Article 6

The executive rules of assessment determine the mechanisms for selecting and communicating with the examiners, the financial reward for them, and the details related to the reports expected from them.

PART 8: PROCEDURES AND VIOLATIONS

Chapter 1: Procedures

Article 1

Candidates for the exams must adhere to the calendar and the announced schedules for the times and places for the exams, and the announcement issued by the Institute is the only reference in this aspect.

Article 2

Each candidate must arrive at the exam location before sufficient time, presenting their identity, and adhering to what is stated in the executive rules of assessment regarding the exam procedures.

Article 3

The exam results are obtained through the official channels accredited by the Institute, and supervising authorities and assessors are prohibited from announcing the results outside these channels.

Article 4

The candidate may submit a request to withdraw from the exam accompanied by the reasons. The executive rules of assessment determine the method of dealing with such requests and the procedures related to them.

Article 5

The executive rules of assessment regulate procedures of how to deal with objections such as objections to exam mechanisms, requests of exam remarking, and other related instances.

Chapter 2: Violations

Article 1

The Assessment Violations Committee is formed by a decision of the Secretary-General from a number of members, including a legal member, and the committee submits its decisions to the Central Assessment Committee for approval.

Article 2

Exam's prohibitions and offenses include:

- a. Unauthorized seeking to obtain and circulate exam materials by any means or seeking to amend the exam result in any way.
- b. Attempting to obtain answers to questions or any illegal information related to the exams from the relevant persons, including the bringing of electronic devices and other prohibited tools to the exam site.
- c. Delegating another person to take the exam on behalf of the candidate or other cases of cheating.
- d. Verbal or physical harassment, nuisance, or unprofessional behavior during all stages and processes of the exam.
- e. Any other prohibitions and violations mentioned in the executive rules of assessment or related procedures or decisions.

Article 3

In the event that any of the prohibitions and violations mentioned in this bylaw, the executive rules of assessment, and procedures and related decisions are committed, it is permissible, and without contradiction to the laws and regulations in force in the country, for the assessment violations committee to refer the violators to other bodies and to impose the following penalties individually or in combination:

- a. Written warning.
- b. Canceling the exam result.
- c. Deprivation of taking the exam for a period from six months to three years.
- d. Permanent prohibition from taking the exam and deletion from Institute registry.

Article 4

The penalties imposed by the Assessment Violations Committee shall be enforceable after the approval of the Central Assessment Committee, which also decide on the objections to the decisions of the Assessment Violations Committee.



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