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جامعة الإمارات العربية المتحدة
United Arab Emirates University



NATIONAL INSTITUTE FOR HEALTH SPECIALTIES

EXECUTIVE RULES FOR ASSESSMENT V.2020

UNITED ARAB EMIRATES



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ADOPTION OF THE DOCUMENT

This version of the executive rules of assessment document was issued after the Council of Scientific Affairs' approval.

THE PURPOSE OF THE DOCUMENT

This document on the executive rules of assessment is read in conjunction with the National Institute for Health Specialties assessment bylaw. It aims to clarify the foundations and details the steps and procedures to organize the process of assessment and measurements, which include the exams and other assessment methods. The document also represents a reference for the Institute in organizing all procedures and decisions related to assessing trainees.

DEFINITIONS

In this document, 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
Institute	National Institute for Health Specialties
Secretary-General	Secretary-General of the Institute
Advisory Committee	Advisory Committee of the Institute
Specialized Scientific Committees	Specialized scientific committees under the Institute
Council of Scientific Affairs	Council of Scientific Affairs of the Institute
Training Center	A health establishment that obtained institutional and program-level accreditation by the Institute
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 assessment bylaw	The assessment bylaw issued by the Institute
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
Assessors	Qualified health practitioners to carry out trainee assessment
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 exit exam to measure the level of knowledge, skill, and competencies, which qualifies for a certificate of specialization from the Institute
The Candidate	The trainee who fulfilled the requirements for entering one of the exams organized by the Institute

PART 1: GENERAL PROVISIONS

Rule 1.

The assessment aims to measure the extent of the trainee's performance in line with the training objectives, in order to ensure the graduation of specialists capable of independent and safe practice at the specialized level.

Rule 2.

The assessment of trainees under the umbrella of the Institute for the purposes of granting specialized qualifications involves multiple means, including exams and other continuous assessment methods. The assessment also targets the different levels of education and training in terms of knowledge, skills, and behavior.

Rule 3.

The annual plan of the exams at the Institute takes into account the appropriate timing to fulfill the full duration of training, with the importance of avoiding conflict or disruption in the spatial and temporal organization of the exams.

Rule 4.

All exams and assessment methods in the Institute must be based on the competency framework approved by the Institute and observe alignment with the contents of the curricula in the various specialized programs.

Rule 5.

All exams in the Institute are subject to a systematic preparation process that considers the concepts and practices of quality and security, with the adoption of methods of periodic review of the exams for the purpose of updating and improvement.

Rule 6.

The Institute's Blueprint for exams must involve objectively dividing content and scores across various areas of knowledge.

Rule 7.

Trainees may be given feedback on their performance in the exams and other assessment means in accordance with the standards and methods approved by the Central Assessment Committee.

Rule 8.

The Institute adopts a method of post-exam evaluation and analysis through methods that include surveying the opinions of trainees, studying examiners and examination bodies' reports, reviewing results and analyzing questions according to the international standards.

Rule 9.

The Assessment and Measurement Unit issues the necessary circulars regarding organizing the exams and the mechanisms for supervising them, including specifying roles, in accordance with the systems and procedures approved by the Central Assessment Committee.

Rule 10.

Examinations may not be canceled except for a defeating circumstance, and in the event that occurs, the canceled exams are not counted as a deduction on the candidates' chances.

Rule 11.

The executive rules of assessment are reviewed periodically and according to the developments, and they must always be consistent with the assessment bylaw of the Institute.

PART 2: ADMISSION EXAMS

Rule 1.

The admission exam includes areas of knowledge; basic sciences and applications related to the relevant specialty and is based on the principle of assessing the candidate's readiness to enroll in a high-quality residency program.

Rule 2.

The admission exam is based on multiple-choice questions, with no less than 100 questions, and the correct answer is chosen from four or five options, and the language of the exams is English unless a different decision is issued by the Institute.

Rule 3.

The exam contains questions to measure the memorization and the understanding and others in the form of a scenario to measure the ability to analyze health problems and make the correct decision about them.

Rule 4.

The Central Assessment Committee determines the duration of exam according to the number of questions and the criteria used, and the committee may issue a circular to that effect.

Rule 5.

It is permissible to use electronic or paper media to hold the admission exam, taking into account the provision of support and the appropriate environment during the exam.

Rule 6.

It is not permissible to change the format of the admission exam without the approval of the Central Assessment Committee.

Rule 7.

The admission exam is carried out once a year, and more than one examination may be held per year according to the need in the country.

Rule 8.

The pass mark in the admission exam shall be according to the criteria approved by the Central Assessment Committee, based on reliable assessment practices, provided that flexibility is taken into account in modifying the results according to scientific foundations.

Rule 9.

The exam result is raised in favor of the candidate to the second full digit number in case of a score of 0.5 or higher.

Rule 10.

The announcement of the exam result shall be made via electronic media within a maximum period of two weeks from the date of holding the exam, provided that the result be sent to the concerned candidate, or the entity specified in the application for the exam.

Rule 11

The result of the admission exam is valid for two years, and it is permissible to re-sit the exam

Rule 12.

Conditions for sitting for the admission exam are as follows:

- Fulfilling the conditions mentioned in the training bylaw and the executive rules of training.
- Completing the registration process within the specified period and according to the mechanism approved by the Institute.
- Registering for one exam at a time.
- Paying the exam fees according to the category approved by the Institute.
- Any other conditions approved by the Institute.

Rule 13.

Exemption from the admission exam is done in the following cases:

- Holders of higher degrees recognized by the Institute.
- Those who have received training in similar recognized bodies without obtaining a graduation certificate, provided that the training portfolio is submitted together with a proof of official recognition of this training.
- Mutual recognition agreements between the Institute and other parties.
- Applicants for fellowship programs in subspecialties.

PART 3: PROMOTION EXAMS

Rule 1.

Each training center adopts an annual exam as one of the basic requirements for promotion from one training year to the next year.

Rule 2.

The formulas for promotion exams and the pass mark in them are determined by the training centers, provided that they are approved by the Central Assessment Committee after consulting with the specialized scientific committees.

Rule 3.

The result of the promotion exam is valid for the same year in which it was carried out, and it may not be counted in the following year if the trainee was not promoted.

Rule 4.

Promotion exams are subject to continuous review in order to improve and keep abreast of global developments in assessment approaches and methods.

Rule 5.

The Institute periodically reviews other means of continuous Assessment approved by the training centers in order to ensure that they meet the Institute's standards.

PART 4: THE FINAL WRITTEN EXAM**Rule 1.**

The final exam for the Emirates Specialization Certificate includes two components: the final written exam and the final clinical exam.

Rule 2.

The final written exam aims to measure the cognitive competence in the relevant specialty and to determine eligibility to enter the final clinical exam.

Rule 3.

The final written exam is held at least once a year, and the timing is according to what is stated in the annual plan for the exams approved by the Institute.

Rule 4.

Entry times/attempts for the final written exam are as follows:

- For each trainee who has completed the training period three attempts in a period not exceeding three years after completing the training are allowed, provided that the candidate demonstrates evidence of the continuation of the clinical practice in the specialty during this period.
- In the event that the three attempts are not successful, it is permissible, with the approval of the specialized scientific committee, to grant the applicant one additional attempt in a period not exceeding four years after completing the training period, provided that evidence of the continuation of the clinical practice in the specialty is shown.
- In the event that the additional attempt referred to in Paragraph B above is not successful, the last year of training must be successfully repeated, and then two attempts are allowed to enter the final written exam with the approval of the specialized scientific committee within a period not exceeding two years after repeating the last training year.
- If the candidate has exhausted all the attempts mentioned in the three paragraphs above (maximum of six attempts), he/she is not allowed to enter the final written exam, and his registration will be canceled.

Rule 5.

The final written exam contains multiple-choice questions with the possibility of adding scenario-based questions or short answers to them, based on the proposals of the specialized scientific committees and the approval of the Central Assessment Committee.

Rule 6.

The final written exam is prepared in its final version no later than four weeks before the exam is held.

Rule 7.

The pass mark in the written final exam shall be according to the scientific standards and mechanisms adopted by the Central Assessment Committee, based on reliable practices in assessment, provided that flexibility is taken into account in modifying the results in accordance with the scientific foundations.

Rule 8.

Based on the proposals of the specialized scientific committees and the approval of the Central Assessment Committee, pass marks may be determined by other scientific methods based on the evaluation of exam levels.

PART 5: THE FINAL CLINICAL EXAM

Rule 1.

The final clinical exam aims to ensure the clinical competence of the trainee and the ability to practice professionally in the field of specialization independently and safely.

Rule 2.

The final clinical exam includes assessment methodologies and mechanisms that are approved by the Central Assessment Committee in accordance with the scientific foundations and developments in the evaluation.

Rule 3.

The final clinical exam includes exam components for which the duration and balance are determined based on the recommendations of the specialized scientific committees and with the approval of the Central Assessment Committee.

Rule 4.

In the case of some specialties of a special nature, the final clinical exam may be carried out according to other formats proposed by the specialized scientific committees and approved by the Central Assessment Committee.

Rule 5.

The final clinical exam is held at least once per year, within a period not exceeding three weeks after the final written exam.

Rule 6.

To enter the final clinical exam, the following are required:

- Success in the final written exam.
- Satisfaction of the conditions for applying for the exam in accordance with the requirements issued by the Institute.
- Payment of the exam fees according to the category approved by the Institute.
- Any other conditions specified by the Institute.

Rule 7.

Entries for the final clinical exam are as follows:

- For each trainee who has fulfilled the requirements for entering the final clinical exam, four attempts shall be made, as a maximum, to pass the exam, within a maximum period of five years of his/her success in the final written exam, with the necessity of showing evidence of continuing clinical practice in the specialty during this period.
- In the event that the four attempts are not successful, only one chance is given to repeat the final written exam, and in the event of success, the final clinical exam is allowed twice within a maximum period of three years from the date of passing the final written exam, with the necessity of showing evidence of the continuation of the clinical practice in the specialty.
- If the applicant has exhausted all the attempts mentioned in the above two paragraphs, he/she will not be allowed to enter the final clinical exam and his registration will be canceled.

Rule 8.

The pass mark for each component of the final clinical exam is determined according to what is issued by the Central Assessment Committee based on the proposals of the specialized scientific committees.

PART 6: CENTRAL ASSESSMENT COMMITTEE

Rule 1.

The Central Assessment Committee is linked to the Secretary General and has the authority to supervise and apply quality standards to the assessment process at the Institute.

Rule 2.

The Central Assessment Committee is formed by a decision of the Secretary-General as follows:

- Chairperson of the Central Assessment Committee, chosen by the Secretary-General with competence and experience in the field of assessment.
- One representative from each specialized scientific committee nominated by the head of the specialized scientific committee, taking into account that the candidate has knowledge or experience in assessment.
- Five members with appropriate academic qualification and experience in assessment affairs, to be chosen by the Secretary-General in consultation with the advisory committee and with their workplaces.
- The head of the Assessment and Measurement Unit is a member and rapporteur of the Central Assessment Committee, and shall supervise the organization of meetings, taking minutes, and the keeping of records.

Rule 3.

The Central Assessment Committee shall assume its duties in accordance with what is stated in the assessment bylaw and the decisions issued by the Institute in a manner that does not contradict the assessment bylaw.

Rule 4.

The Central Assessment Committee meets at least once a month at the invitation of its chairperson, and the chairperson of the committee may call for more meetings if the situation so requires.

Rule 5.

The legal quorum for committee meetings shall be by simple majority (half plus one). Decisions and recommendations are taken by consensus or voting, and in case of equal number of votes, the chairperson of the committee shall have the casting vote.

Rule 6.

If a member is absent from the Central Assessment Committee meetings three times in a row or five times within one year without an acceptable excuse, the chairperson of the committee has the right to refer this to the Secretary-General to revoke membership and choose an alternate member according to the approved mechanism.

Rule 7.

The committee meeting minutes shall be approved by the chairperson and the rapporteur within a period not exceeding one week from the date of the meeting.

Rule 8.

The Central Assessment Committee may form sub-committees or working groups in accordance with its role and the nature of its tasks, and the Central Assessment Committee may seek the assistance of those outside its membership, provided that no conflict of interest.

Rule 9.

The Financial Regulations of the Institute shall specify the financial rewards related to the work and meetings of the Central Assessment Committee.

Rule 10.

The Institute works to develop the capacity of the Central Assessment Committee by providing appropriate training and relevant knowledge to Committee members.

Rule 11.

The Central Assessment Committee is re-constituted every three years or whenever the need arises, taking into account when deciding to reconstitute the committee the continuation of at least half of its members to ensure continuity of work and transfer of expertise.

PART 7: EXAMINERS**Rule 1.**

The specialized scientific committees propose the names of the examiners who meet the conditions mentioned in the assessment bylaw, provided that the Central Assessment Committee approves the names.

Rule 2.

The Institute may seek the assistance of external examiners who are nominated by the specialized scientific committees, or by virtue of agreements concluded by the Institute with relevant entities, provided that the criteria are met.

Rule 3.

It is preferable that the new examiners from inside the country participate as observers in the first exam they attend before being fully certified as examiners.

Rule 4.

The examiners are obligated to attend relevant training courses and workshops organized or recommended by the Institute.

Rule 5.

The Assessment and Measurement Unit maintains the approved lists of examiners, and the unit is responsible for communicating with the examiners and coordinating their participation in the exams.

Rule 6.

The examiners are required to prepare reports on their participation in the exams, according to the format approved by the Central Assessment Committee, and within the timeframe specified by the committee.

Rule 7.

The examiners must adhere to the standards of professional conduct with the adoption of scientific approach, fairness, and confidentiality in all stages of the assessment process.

Rule 8.

The examiners are prohibited from announcing the exam results in any way, and they are prohibited from discussing matters related to performance and results with any party outside the Institute.

Rule 9.

The financial regulations or the agreements concluded by the Institute with external parties shall specify the financial remuneration for the examiners and the method of their disbursement.

PART 8: PROCEDURES, WITHDRAW, AND ABSENCE

Rule 1.

When attending the exam at the declared place or the method announced by the Institute, the candidate must adhere to the following:

- Bring identification (citizen ID, resident ID, passport) and showing it when entering the exam room.
- Arrive at the exam location in sufficient time, and in the event that thirty minutes or more have elapsed from the start of the exam, the candidate shall be considered absent.
- The candidate must sit in the seat assigned to them, the seat is not changed except by the exam superintendent, and in the event that this occurs, it is recorded in the exam report with the reasons stated.
- It is not permitted to leave the exam room before the elapse of thirty minutes from the start of the examination.
- Only the answers correctly recorded on the paper or the system for the relevant exam are taken into consideration.
- Exam candidates are exempt from clinical work at least one day before the exam date.

Rule 2.

The scores are calculated, the examination documents are saved, and the results are announced according to the method approved by the Central Assessment Committee.

Rule 3.

It is permissible to object to the mechanism or result of the exam in writing to the Assessment and Measurement Unit within a maximum period of two weeks from the date of the exam or the announcement of the result.

Rule 4.

In the event of an objection related to the exam mechanism, such as matters concerning the location and circumstances of the examination, the Assessment and Measurement Unit determines the appropriate procedure, provided that it is validated by the Central Assessment Committee.

Rule 5.

In the event of objection related to the exam result, the review is carried out according to the mechanism adopted at the Institute for specific fees, provided

that these fees are refunded in the event that the review leads to a change in the result to success.

Rule 6.

In the event that the exam result is objected, and the review did not change the result, the fees are not refunded, and the review process does not result in any negative action.

Rule 7.

The candidate may withdraw from sitting for the exam according to the following:

- Submitting a written application to the assessment and Measurement Unit explaining the reasons for wanting to withdraw, provided that the application is within a maximum period of five working days before the date of the exam
- If the reason for withdrawing from the exam is related to an emergency event acceptable to the Assessment and Measurement Unit, an alternate date will be provided to the candidate to enter the exam.
- Exam fees are fully refunded in the case of withdrawal requests submitted to the Assessment and Measurement Unit within a period of not less than thirty days from the date of the exam, and half of the fees are refunded in the event that the withdrawal request is submitted within a period of not less than fifteen days, and below that nothing of the exam fees is refunded
- Candidates whose withdrawal requests have been approved are not counted in the exam results statistics.
- In the event that requests for withdrawal from the exam are accepted, this does not diminish the number of exams attempts available to the candidate in accordance with the provisions of these executive rules.

Rule 8.

Any candidate who did not appear on the day of the exam or submitted a request to withdraw from the exam in less than five working days before the date of the exam or attended the exam site within a period of less than thirty minutes before the start of the exam, shall be considered absent from the exam.

Rule 9.

The absence cases referred to in rule (8) above are counted as exam attempts, deducted from the candidate's due attempts.

Rule 10.

Examination fees are not refunded in cases of absence referred to in rule (8).

PART 9: VIOLATIONS AND DISCIPLINARY ACTIONS

Rule 1.

The Secretary-General shall form the Assessment Violations Committee with the aim of dealing with the violations and cases of cheating related to the exams, provided that the membership of the Committee includes five persons selected by the Secretary-General, including the legal advisor to the Institute.

Rule 2.

Exam prohibitions and offenses include:

- Applying to or sitting for an exam that the candidate is not eligible for.
- Providing incorrect information in any of the stages, procedures, or steps related to the exam.
- Seeking to obtain questions or exam materials in an unauthorized manner and circulating those questions or exam materials.
- Communicating with the examiners or those related to the exam to try to influence them and obtain questions, answers, materials, or information about the results in contradiction with the official methods approved by the Institute.
- Taking the exam on behalf of another person or delegating someone to take the exam on his/her behalf.
- Providing or obtaining unauthorized assistance during the exam or attempting any of that, whether with other candidates, the exam superintendents, or any other persons related to the exam.
- Creating chaos during the exam or attempting verbal or physical harassment and all types of unprofessional behavior according to generally accepted principles.
- Possessing any materials that are not permitted during the exam, such as books, printed materials, electronic devices, recording devices, and others.
- Amending or altering exam results or tampering with them in any way.
- Attempting to reproduce, compile and publish any questions or exam materials that violate property rights or violate the procedures approved by the Institute.
- Cheating during the exam in any way or method based on the assessment and report of the exam superintendent.
- Violation of the regulations, procedures and instructions issued regarding the organization of exams at the Institute or any other related decisions.

Rule 3.

The assessment Violations Committee considers cases of violations and has the right to impose the penalties stipulated in the assessment bylaw separately or in combination, provided that the penalties are in effect after the approval of the Central Assessment Committee.

Rule 4.

The Central Assessment Committee settles the grievances and objections to the decisions of the Assessment Violations Committee, and its decision is final.



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