

DEPARTMENT OF SURGERY

POLICY ON UNDERGRADUATE EXAMINATIONS

Participation in the undergraduate examinations is part of the teaching responsibilities of academic members of staff employed at UKZN Teaching Hospitals. It also empowers the young consultant and contributes to personal development.

Therefore ALL members of the teaching staff are expected to participate in undergraduate examinations regardless of the Conditions of employment.

Examinations

Various members of staff will be approached to participate in the various examinations.

Participation in the examination process involves:

1. Contribution to the OSCE
2. Marking of the OSCE
3. Selection of the clinical material for the clinical examinations,
4. Participation in the examiners meetings

If academic members of staff are unable to participate in the examinations they are required to explain in writing to the Head of Department.

Failing to turn up at the Examinations or 'pulling out' at short notice is not acceptable unless under extreme conditions. Such extreme conditions must be discussed with the HOD.

Examiners' meeting

Final year clinical examinations are followed by an examinations Meeting immediately after the last examination.

At this meeting the following are discussed:

- Students' performance
- Contentious areas in the marking
- Areas that need attention

It's **mandatory** for **ALL** Examiners to attend the Examiners' meeting

If there are any compelling reasons why an examiner cannot attend the Examiners' meeting, these must be communicated to the HOD via Ms Nonthlakanipho Mthembu (the undergraduate administrator) least 24 hours prior to the examination.