

Istinye University Faculty of Medicine

Pre-Graduation Medical Education Program

Organizational Structure

Working Principles and Job Descriptions (ISU-FM-PGMEP-OC)

(Faculty Board Decision Date: 24.07.2023. No: 2022/2023-06)

5.9. Assessment and Evaluation Board: Chaired by the Dean and/or Deputy Dean, the board consists of the Education Coordinator, one faculty member representing the Medical Education and Biostatistics and/or Public Health Departments, and other faculty members appointed by the Dean. The board secretary is conducted by a faculty member from the Medical Education Department.

Duties and Responsibilities:

- Determine assessment and evaluation methods (AEM) for the Istinye University Faculty of Medicine Pre-Graduation Medical Education Program (ISU-FM-PGMEP) in relation to learning levels, terms, outcomes, aims, and objectives. Update the exam matrix according to requirements and conduct other related activities (assessment and evaluation process, the impact of assessment methods on academic grades and pass-fail competence, pass-fail flowchart, exam analyses, and training).
- Ensure the preparation of exam questions during the academic year in accordance with question preparation techniques, conduct exam analyses, and share the results with the Program Evaluation Board.
- Facilitate the development and management of the question bank.
- Review post-exam student feedback, exam appeal petitions, and excuse applications, making decisions.
- Share recommendations with the Program Evaluation Board for the improvement, development, and resolution of issues in the implementation of exams during the academic year.
- Plan and ensure the implementation of training for faculty members on assessment and evaluation.