

Basic Medical Terminology (General Medicine + Dentistry; spring term 2016)
Guarantee's instructions – course requirements and rules

STUDY MATERIALS

- 1) Prucklová, R. – Severová, M.: *Introduction to Latin and Greek Terminology in Medicine*. Praha: KLP, 2012
- 2) Teachers' own materials (e.g. hand-outs, presentations, activity cards)

PROGRESS TESTS

Type of testing	Dates of the tests	Content of testing	Pass mark	Method of tests rating
1st Progress test	app. in the 6 th week of the summer period (the exact date will be specified two weeks before the test)	Adjectives of the 3 rd declension, Comparison of adjectives, Numerals, Introduction to pharmacological Latin	70%	The progress tests are designed to help the student to assess her/his knowledge on a regular basis. In case of failure in the progress test, the student is not losing her/his chance to pass the credit test, thus, progress tests are not possible to resit. However, each successfully written progress test automatically enhances student's chances to succeed in the credit test, as the final pass mark is lowered by 5% each time. As the credit test is a very complex test requiring extensive knowledge of the subject, we strongly recommend students to take advantage of lowering their pass mark in the credit test by successful completion of the progress tests.
2nd Progress test	app. in the 9 th week of the summer period (the exact date will be specified two weeks before the test)	Latin and Greek Prefixes and Suffixes	70%	
Credit test	in the 14 th week of the summer period	Complex testing of the curriculum focused on word-formation	60% if successful in both progress tests 65% if successful in one progress test only 70% if not successful in any of the progress tests	

COMMON RULES FOR TESTING

1. All students are sitting all their tests in his/her group only.
2. All students **MUST** sit the credit test in the 14th week of the term.
3. Resits of the credit test will take place during the exam period only.
4. The number of possible credit test resits is **two**.

5. The number of resits set by the teacher before the exam period is final; which means that no other dates will be added during the exam period or later.
6. For more details please check “Absences + Class substitution” in this document, points 2 and 4.

ACCESS TO THE PROGRESS TESTS AND CREDIT TEST RESULTS

- Results of the tests will be available to students in the Notebook in IS.
- The student's results will be given in percentage together with the pass mark.
- The student will have access to his/her tests during his/her teacher's office hours only.

ABSENCES + CLASS SUBSTITUTIONS

1. Your absences are going to be electronically registered in IS. In order to be sure that you have been registered as present in the class, be punctual, the attendance is always checked immediately after the beginning of the class.
2. We can tolerate one unexcused absence only; all subsequent absences have to be properly excused by the Study Department WITHIN TWO WEEKS AFTER THE ABSENCE.
3. Unexcused absences are regularly recorded in the Notebook in IS, and students having these records **cannot** sit the credit test.
4. The student may substitute a class in another group two times per term; the substitution is possible only in the same week when he/she missed the class in his/her own group.
5. The substitution is not possible in the week for which a partial test or the credit test has been planned.
6. The teacher at whom the student substitutes a class notes the information about the student's substitution in the Notebook in IS.

ORAL EXAM

1. The subject – **Basic medical terminology II seminar** (aVLLT0222s) - is finished with an oral exam. Students are admitted to the oral exam only after they successfully (the pass mark differs according to the results in progress tests, for more details check part “Progress tests” of this document) complete the credit test of the subject **Basic medical terminology II practice** (aVLLT0222c).
2. Students have three terms for the oral exam – one first term, and two resits.
3. The number of dates for final examination set by the teacher before the exam period is final; that means no other dates will be added during the exam period or later.
4. The oral exam usually lasts about 30-40 minutes. Student has usually 15-20 minutes to prepare her/his answers. We strongly advise to write down all the parts, but especially part 3 and 4 of the oral test (for further details, please check the table in the point 7 of this part of the document).
5. During the exam, teacher will fill in the “Protocol of the oral exam”, where student's answers are recorded. The protocol is filled in for archival purposes.
6. Maximum of points to be acquired in the oral exam is 110, minimum pass mark for the oral exam is 77 points.
7. Oral exam is complex and covers all the fields covered during the course, it is testing 4 basic competences:

	DESCRIPTION	POINTS
1. READING, PRONUNCIATION, UNDERSTANDING	This part of the oral exam aims at testing student's ability to read and understand Latin anatomical terms and Greek and Latin clinical terms. It typically consists of 20 words arranged into authentic anatomical (5) and clinical (5) terms. Student can also be asked to work with the terms, e.g. to change the number, analyse the Greek and Latin compound words, etc.	20 words - 20 points // 18%
2. BASICS OF PHARMACOLOGICAL LATIN, MEDICAL PRESCRIPTION	This part of the oral exam consists of two different medical prescriptions (student has to prove her/his ability to comprehend all parts of the medical prescription, including the fixed pharmacological abbreviations) and recognising Latin or Greek names of the common types of medications based on the definition.	10 pharmaceutical abbreviations + 4 terms (names of common medical medications) - 14 points // 12%
3. ANATOMICAL LATIN TERMINOLOGY	This part of the oral exam tests student's ability to name anatomical structures in Latin. The translation exercise consists of altogether 20 words, which are arranged into 5 codified anatomical terms (based on TA). The vocabulary of this exercise is based on study materials (book + teacher's own presentations + hand-outs). Students are strongly advised to write down this part during the preparation for the oral exam.	20 words - 40 points // 36%
4. CLINICAL DIGANOSIS, ABBREVIATIONS, GREEK COMPOUND WORDS	This part of the oral exam tests student's ability to understand authentic clinical records and explain their meaning. Each version of the test contains 8 authentic clinical records. The authenticity means that the record can contain typical abbreviations and different Greek origin compound words. The meaning of the compound words is expected to be analysed by student during the exam.	8 authentic medical records (35-40 words in total) - 36 points // 44%

THESE GUARANTEE'S INSTRUCTIONS ARE AVAILABLE IN IS DURING THE COURSE.

Written by Jozefa Artimová
16th February 2016

Student's name and signature: _____

Date: _____