

Basic Medical Terminology (General Medicine + Dentistry; spring term 2017)
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. handouts, 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)	Comparison of adjectives, Numerals + word-compounding	70%	<p>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.</p> <p>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.</p> <p>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.</p>
2nd Progress test	app. in the 9 th week of the summer period (the exact date will be specified two weeks before the test)	Introduction to pharmacological Latin + word-compounding	70%	
Credit test	dates will be put into IS before exam period	Complex testing of the curriculum	<p>60% if successful in both progress tests</p> <p>65% if successful in one progress test only</p> <p>70% if not successful in any of the progress tests</p>	

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.

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 and after a previous agreement with the teacher.
5. The substitution is not possible in the week for which a partial test or the credit test has been planned.

ORAL EXAM

1. The subject – **Basic medical terminology II seminar** (aVLLT0222s) - is finished with an oral

	DESCRIPTION	PERCENTAGE
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%
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.	30% pharmaceutical formulae, names of common medications
3. CLINICAL DIAGNOSIS, 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 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 the student during the exam.	50% authentic medical records, abbreviations

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 potential resits.
3. The number of dates for final examination set by the teacher before the exam period is final; no other dates will be added during the exam period or later.
4. The oral exam usually lasts about 30-40 minutes. Student has 15-20 minutes to prepare her/his answers.
5. During the exam, teacher will fill in the “Protocol of the oral exam”, where student's results are recorded. The protocol is filled in for archival purposes.
6. Maximum of points to be acquired in the oral exam is 100, minimum pass mark for the oral exam is 70 points. Students will get their mark based on the number of mistakes s/he makes: A: 95-100%; B: 90-95%; C: 80-90%; D: 75-80%; E: 70-75%.

REQUIREMENTS TO PASS THE COURSE (BOTH SEMINAR AND EXERCISE):

1. Max. one unexcused absence; active participation in the class; max. two substitutions.
2. Submitting (a week in advance) and presenting a particular topic from the selection in study materials. Student presentations will be marked with 1 to 5 points based on their quality.
3. Passing the credit test (pass mark 70%/65%/60% based on progress tests results; see above).
4. Passing the oral exam (pass mark 70%; points students got for their presentations will be considered for the final mark).

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

Written by Natália Gachallová
February the 3rd 2017

Student's name and signature: _____

Date: _____