

**Basic Medical Terminology (General Medicine + Dentistry; spring term 2015)**  
**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)

**TESTING**

Type of testing	Dates of the tests	Content of testing	Pass mark	Method of tests rating
<b>1st partial test</b>	app. in the 6 <sup>th</sup> week of the winter period (the exact date will be specified two weeks before the test)	Adjectives of the 3 <sup>rd</sup> declension, Comparison of adjectives, Numerals, Introduction to pharmaceutical Latin	<b>70%</b>	The partial tests are designed to help the student to assess her/his knowledge regularly. In the event of failure in the partial test, the student is not losing her/his chance to pass the credit test, and this is the reason, why the partial tests are not possible to resit. However, each successfully written partial test automatically enhances student's chances to succeed in the credit test as the final pass mark is lowered the by 5% each time. Taking the fact that the credit test is a very complex test anticipating the extensive knowledge of the subject, we strongly recommend students to take advantage of lowering their pass mark of the credit test by successful completion of the partial tests.
<b>2nd partial test</b>	app. in the 9 <sup>th</sup> week of the winter period (the exact date will be specified two weeks before the test)	Latin and Greek Prefixes and Suffixes	<b>70%</b>	
<b>Credit test</b>	in the 14 <sup>th</sup> week of the spring term	complex testing of the curriculum	<b>60%</b> if successful in both partial tests  <b>65%</b> if successful in one of the partial tests only  <b>70%</b> if not successful in any of the partial 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 14<sup>th</sup> week of the term.
3. Resits of the credit test will take place from 1<sup>st</sup> of June, i. e. 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; it means no other dates will be added during the exam period or later.
6. For more details please check part "Absences + Class substitution" of this document, points 2 and 4.

**NOTE!**

THE REGISTRATION OF MANY SUBJECTS IN THE SECOND YEAR OF STUDY IS DEPENDENT ON SUCCESSFUL COMPLETION OF BOTH BASIC MEDICAL TERMINOLOGY I. AND II. COURSES.

**ACCESS TO THE PARTIAL TESTS AND CREDIT TEST RESULTS**

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

**ABSENCES + CLASS SUBSTITUTIONS**

1. We can tolerate one unexcused absence only; all further absences have to be properly excused by the Study Department.
2. Unexcused absences are regularly recorded in the Notebook on the IS, and students having these records can not sit the credit test.
3. 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 a class in his/her own group.
4. The substitution is not possible in the week for which a partial test or the credit test has been planned.
5. The teacher at whom the student substitutes a class notes the information about the student's substitution in the Notebook on the IS.

Written by Kateřina Pořízková  
16<sup>th</sup> February 2014

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_