

Basic Medical Terminology (General Medicine + Dentistry; autumn term 2014)
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 (lesson 1-6)
- 2) "Drill" on the IS
 - This application enables students to practice pronunciation, vocabulary and grammar covered in *Introduction to Latin and Greek Terminology in Medicine*, lesson 1-6.
- 3) 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
1st partial test	app. in the 8 th week of the winter period (the exact date will be specified two weeks before the test)	nouns and adjectives of the 1st and 2nd declensions (lesson 1-3)	70%	The partial tests are designed to help the student to assess his/her knowledge regularly. In the event of failure in the partial test, the student is not losing his/her chance to sit 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 the student's chances to succeed in the credit test as the final pass mark is lowered by 5% each time. Taking the fact that the credit test is a very complex test anticipating 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.
2nd partial test	app. in the 11 th week of the winter period (the exact date will be specified two weeks before the test)	nouns of the 3rd declension (lesson 4-5)	70%	
Credit test	in the last week of the winter period	complex testing of the curriculum (lesson 1-6)	60% if successful in both partial tests 65% if successful in one of the partial tests only 70% if not successful in any of the partial tests	

COMMON RULES FOR TESTING

1. All students sit all tests in their group only.
2. All students have to sit the credit test in the 14th week of the term, i.e. before Christmas.

3. Resits of the credit test take place after Christmas, 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!

BASIC MEDICAL TERMINOLOGY I IN THE AUTUMN TERM IS A PREREQUISITE FOR THE SUBJECT BASIC MEDICAL TERMINOLOGY II IN THE SPRING TERM. MOREOVER, REGISTRATION OF MANY SUBJECTS IN THE SECOND YEAR OF STUDY IS DEPENDENT ON SUCCESSFUL COMPLETION OF BOTH 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 cannot 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
3rd September 2014

Student's signature: _____

Date: _____