

**Guidelines
for conduct of
Internal Appraisal
of trainees by
NBEMS Accredited Hospitals/ Institutes
(2021)**



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I. INTRODUCTION

1. Internal Appraisal includes various formal and informal assessment procedures by which evaluation of student's learning, comprehension, and academic progress is done by the teachers/ faculty to improve student attainment. The nature of evaluation to be followed in Internal Appraisal should be on Formative Norms ONLY as it shall aim to give feedback on teaching and learning and become an integral part of the effective teaching. The end goal of Internal Appraisal should be to collect information which can be used to improve the student learning process .

The purpose of the exercise is to assist the NBEMS accredited hospitals/ institutions to develop in to a center of academic excellence.

2. Internal Appraisal is essentially positive in intent, directed towards promoting learning; it is therefore part of teaching. Validity and usefulness are paramount in internal appraisal and should take precedence over concerns for reliability.

3. The Internal Appraisal consists of three parts:

Part I : - Conduction of theory examination

Part-II : - Performance Counseling Sessions session on the performance in the theory examination

Part-III: - Work place based clinical assessment

4. Benefits of internal appraisal for the faculty is that they are able to determine what the students already know and to what extent. They can decide what minor modifications or major changes in training programme are to be introduced so that all trainees can succeed in upcoming assessments. They can create appropriate lessons and activities for groups of learners or individual students and also inform students about their current progress and guide them.
5. Benefits of internal appraisal for students are that they become motivated to learn and take responsibility for their own learning. They can learn valuable lifelong skills such as self-evaluation, self-assessment, and goal setting and become more adept at self-assessment.

6. Accredited Institutions shall continue to carry out Annual Internal Appraisals of respective DNB trainees of the following batches in accordance to the Guidelines prescribed by NBEMS:

Annual Internal Appraisals to be conducted by Accredited Institutions for	Post MBBS Broad Specialty DNB Courses	1 st & 3 rd year trainees (2021, 2019)
	DrNB Super Specialty Courses	1 st & 3 rd year trainees (2021, 2019)
	Post Diploma DNB Courses	2 nd year trainees (2020)
	Post MBBS Direct 6 years Courses	1 st , 3 rd & 5 th year trainees (2021, 2019, 2017)

- 7. The hospitals shall be submitting a report of the internal appraisal conducted by them in the format on page number 13 by the timelines indicated in the public notice.**

II. GUIDELINES FOR CONDUCT OF INTERNAL APPRAISAL

1. The assessment scheme consists of three parts as indicated below:-

PART – I	CONDUCT OF THEORY EXAMINATION	A trainee has to appear for theory exam to be held on a single day only.
PART – II	PERFORMANCE COUNSELING SESSIONS ON THE THEORY PERFORMANCE	The evaluated answer sheets of the trainees shall be handed back to them after completion of assessment, for discussion with their respective Head of Departments & faculty.
PART – III	WORK PLACE BASED CLINICAL ASSESSMENT *	After theory examination, trainees have to appear for Clinical Assessment.

* ***The Work Place Based Clinical Assessment is to be conducted for final year trainees ONLY. It is NOT applicable for the first year trainees in accordance with the prescribed guidelines.***

The entire activity of internal appraisal shall be conducted by the NBEMS accredited institutes/ hospitals on their own. NBEMS shall NOT bear/ sponsor/ any arrangements/ expenses for the same. The cost incurred in the conduct of the internal appraisal by the hospitals may be adjusted against annual appraisal fee collected by them from the trainees.

2. Part-I: Conduct of Theory Examination

- a. The Theory Examination shall be conducted on a single day.
- b. Time allotted for the examination shall be 3 hours per question paper.
- c. Each question paper shall comprise of 10 questions of 10 marks each.
- d. Separate question paper is to be formulated by the faculty of the hospital for each year, i.e., trainees of first year and final year should not be attempting the same question paper.
- e. The number of question papers to be formulated for the trainees shall be as follows:

S.No.	Course	Training Year	Number of Question Papers
1.	Broad Specialties	In 1 st year of training	One
		In 3 rd year of training	Two
2.	Super Specialties	In 1 st year of training	One
		In 3 rd year of training	Two
3.	Post Diploma	In 2 nd year of training	Two
4.	Direct 6 year courses	In 1 st year of training	One
		In 3 rd & 5 th year of training	Two

3. EVALUATION OF ANSWER SHEETS

- a. The answer sheets of the trainees are to be evaluated by the Senior Faculty/PG Teacher of the concerned specialty only.
- b. The hospital may make arrangements for evaluation of answer sheets by an external faculty (of the rank of Sr. Consultant/PG Teacher).
- c. The answer sheet of the trainees is to be assessed qualitatively and graded to give feedback to the trainees to improve their performance. The trainees is to be awarded following grades for their answer sheets:
 - i. Clear Pass (P)
 - ii. Clear Fail (F)
 - iii. Borderline (B)
- d. The grade secured by the trainees shall be recorded in the report to be submitted to NBEMS.

4. Part-II: Conduct of Performance Counseling Sessions on Theory Performance

- a. In this process, evaluated answer sheets shall be handed back to the trainees upon completion of assessment for discussion with their respective Head of Departments, senior faculty members & PG teachers. The faculty shall discuss with the trainees on the following:
 - i. How to attempt the theory exam
 - ii. Discussion with trainees about their performance
- b. The activity of Performance Counseling Sessions may be clubbed together with the Work Place Based Clinical Assessment.

5. Part-III: Conduct of Work Place Based Clinical Assessment

- a. **The First Year trainees are EXEMPTED from appearing in the Work Place Based Clinical Assessment.**
- b. It will be conducted for the following trainees only:

S.No.	Course	Training Year	Admission Session
1	Broad Specialties	In 3 rd year of training	2019
2	Super Specialties	In 3 rd year of training	2019
3.	Post Diploma	In 2 nd Year of training	2020
4.	Direct 6 year courses	In 3 rd & 5 th year of training	2019, 2017

- c. The Work Place Based Clinical Assessment is to be conducted for a maximum of 8 trainees on a single day. If a department has more than 8 trainees for whom Work Place Based Clinical Assessment is to be conducted by them, the department shall conduct the same on multiple days accordingly.
- d. Examiners to be appointed for conduct of Work Place Based Clinical Assessment:
 - i. Internal Examiners (of the rank of Sr. Consultant or above)

ii. External Examiners (of the rank of Sr. Consultant or above)

e. The Scheme of Work Place Based Clinical Assessment shall be as follows:

ACTIVITY	DESCRIPTION
Clinical Examination (Case Preparation & Presentation)	2 cases for each Trainees (30 minutes of preparation & 30 minutes for presentation)
Viva- Voice	Shall be conducted by all the Examiners together on Investigation Techniques, Interpretations, Instrument handling etc.
Assessment of Thesis & Log Book (<i>Not applicable for Fellowship Trainees</i>)	Discussion on Thesis & Log Book

f. The trainees are to be assessed qualitatively in each of the above mentioned activities and graded to give feedback to improve their performance. The trainees is to be awarded following grades for their Work Place Based Clinical Assessment:

i. Clear Pass (P)

ii. Clear Fail (F)

iii. Borderline (B)

g. The grade secured by the trainees shall be recorded in the report to be submitted to NBEMS.

NBEMS SHALL NOT bear/ sponsor any arrangements/ expenses for the following activities of internal appraisal:

1. Conduct of Theory Examination
2. Honorarium to faculty for evaluation of answer sheets
3. Honorarium to faculty for conduct of Performance Counseling Sessions
4. Honorarium to faculty for conduct of Work Place Based Clinical Assessment
5. Food expense incurred
6. Honorarium to support staff
7. Stationary expenses incurred in any activity
8. Travel/ Boarding/ Lodging expenses of any kind
9. Any other expense in conduct of internal appraisal

Please note that all the above expenses incurred in the conduct of internal appraisal shall be borne by the concerned institute/ hospital only as the entire activity of internal appraisal has to be conducted by the NBEMS accredited institutes/ hospitals on their own. The cost incurred in the conduct of this internal appraisal by the hospitals may be adjusted against annual appraisal fee collected by them from the trainees.

III. Syllabus for the Internal appraisal & Impact on Final Examination of the trainees

1. The exercise of Internal Appraisal shall cover areas of knowledge as per the standard training curriculum and guidelines. The trainees shall be assessed for knowledge as per the curriculum in a composite manner.
2. This would further add value to the services being rendered in these accredited hospitals/institutions. The process of Internal Appraisal is an integral part of teaching as it is essentially positive in intent and directed towards promoting learning. The result of Internal Appraisal shall not impact the score of Final Examination of the trainees.

IV. TIMELINE FOR CONDUCT OF INTERNAL APPRAISALS

1. All NBEMS accredited hospitals/ institutes shall be required to conduct the internal appraisals in the following time period:

S.No.	Course	Trainees (Admission Session)	Activity	Timeline
1.	Post MBBS Broad Specialty Courses	3 rd year trainees (2019)	<ul style="list-style-type: none"> • Theory Examination • Performance Counseling Sessions • Work Place Based Clinical Assessment 	20 th October to 20 th November, 2021 Submission of report to NBEMS: By 25 th November, 2021
	Post Diploma Courses	2 nd year trainees (2020)		
	Post MBBS Direct 6 years Super Specialty Courses	3 rd & 5 th year trainees (2019, 2017)		
2.	DrNB Super Specialty Courses (3 year)	3 rd year trainees (2019)	<ul style="list-style-type: none"> • Theory Examination • Performance Counseling Sessions • Work Place Based Clinical Assessment 	1 st January to 15 th February, 2022 Submission of report to NBEMS: By 28 th February, 2022
3.	Post MBBS Broad Specialty Courses	1 st year trainees (2021)	<ul style="list-style-type: none"> • Theory Examination • Performance Counseling Sessions 	Yet to Join; To be conducted after 5-6 months of Joining Submission of report to NBEMS: Within 1 month of conduct of Internal Appraisal
	DrNB Super Specialty Courses (3 year)	1 st year trainees (2021)		
	Post MBBS Direct 6 years Super Specialty Courses	1 st year trainees (2021)		

V. SUBMISSION OF REPORT OF INTERNAL APPRAISAL TO NBEMS

All NBEMS accredited hospitals/ institutes shall be required to submit the following reports:

1. Before The conduct of Internal Appraisal of the trainees

- a. List of trainees for whom internal appraisal shall be conducted by the institute containing the following details:
 - i. Name
 - ii. Specialty
 - iii. Registration Number/ Testing ID issued by NBEMS
 - iv. Admission Session of the trainee

2. After the conduct of Internal Appraisal of the trainees

- a. Subject wise result of internal appraisal conducted by the institute as per **Annexure 1** is to be sent to cpd@natboard.edu.in/ info1@natboard.edu.in .

3. NBEMS can be communicated through the following channels:

Phone Number : 011-45593000 (Ext: 3074)

Email : info1@natboard.edu.in

Communication Web Portal <https://exam.natboard.edu.in/communication.php?page=main>

RESULT SHEET

Internal Appraisal conducted by the institute

Hospital Name & Address : _____

Subject : _____

S.No.	Name Of The Trainee	Registration Number	Present / Absent	Date of Theory Examination	Result*		Date of Performance Counseling Session	Date of Work Place Based Clinical Assessment	Result of Work Place Based Clinical Assessment	Signature & Stamp of Respective Head of Department
					Theory Paper 1	Theory Paper 2				

 (Signed & Stamped by Head of Institute)

Name : _____
Designation : _____
Date : _____

* For Clear Pass write **P**
 For Clear Fail write **F**
 For Borderline write **B**

