OSCE online Checklist creator – How to use guide

Objective Clinical Structured Exams (OSCEs) are designed to allow OSCE Examiners to have station specific Checklists. These are filled in by the OSCE Examiner as they observe and assess the students during the OSCE exam. OSCE checklists are designed in standardized formats.

The parameters assessed by the OSCE Examiner in a checklist, range from queries very specific to the OSCE station and general performance parameters that they assess students on as part of an OSCE exam.

The OCSE Online examiner's checklist helps assess the below mentioned list of student learning objectives.

- Medical Subject Matter expertise of the student
- Patient data collection - This could involve the physical examination of the patient by the student and specific targeted queries on history of the health ailment the standardized patient represents
- Interpersonal skills of the student

OSCE online extends the OSCE Checklist concept into fully online paperless formats. The OSCE online Web application allows for Checklist creation online on an iPad or a PC/Laptop. Once created and submitted a checklist can then be assigned to a station and executed as part of an online OSCE exam. The OSCE online checklist creator allows OSCE examiners and OSCE Exam coordinators to create checklists based on OSCE learning objectives. OSCE online provides the flexibility to choose and select question types and options to assign marks. Listed below is a guide on how to create online Checklists on OSCE online.

1. Login to www.osceonline.com using your Facebook or LinkedIn user id.
   (Please note we use Facebook or LinkedIn authentication)
2. This lands you on the OSCE online home screen.

3. On the OSCE online home screen, **Click "Checklists" and then "Create Checklist"**
4. This lands you the OSCE online “Checklist creator” screen. This has the following elements.

5. **Checklist duration.**
Checklist duration is the time the OSCE Examiner allocates for the specific OSCE exam station. OSCE online allows for the OSCE checklist duration to be set up to a maximum 60 minutes per station.
An option to **disable the Timer** is also provided to enable the OSCE examiner to not time the OSCE station.

6. **Adding a Case Description**
The OSCE examiner may add a case description associated with the OSCE station Standardized Patient (SP).

7. **Adding questions to an OSCE Checklist.**
OSCE online enables the OSCE Examiner to select from five question types.
I – “Label” Question
This question is used by the OSCE examiner to “label” a checklist. This can be used by the OSCE examiners when they do not need to add comments to the question.

Assigning marks for “Label” questions:
The examiner may or may not assign marks to the question.

II – “Text” Question
This question is used by OSCE examiners when they would like to add a comments window to the question. This allows the OSCE examiners to add their comments on the students’ performance during the OSCE exam for the specific question.

Assigning marks for text questions:
“Text” questions may or may not assigned marks. So the OSCE examiner has the options to assign or not assign marks for the question.
Example: The Student’s behavior is professional? Comments as entered during the exam on the iPad could be yes/no/very professional etc.

III – “Multiple Options” Question
This question is used by OSCE examiners when the question allows for multiple answer options. This allows the OSCE examiners to provide a list of options and assess the candidates if they accurately diagnose the answer options. Multiple answer options may be identified by the exam candidate and the examiner may mark all of these on the iPad. The OSCE examiner may also select a specific option and assign a comments box to it, so they can use it to add comments during the OSCE exam.

Assigning marks for Multiple Options questions:
“Multiple options” questions may or may not assigned marks. So the OSCE examiner has the options to assign or not assign marks for the question.
The OSCE examiner can also either assign marks by each answer option or assign equal unit marks for each answer option.
The former could be used in scenarios where the OSCE examiner would like to vary the weightage of marks across answer options
Example: Chest pain diagnosis can have multiple diagnosis options which the candidate may identify as part of the exam. The candidate may or may not identify all the options and hence gets evaluated for those accurately identified.

IV – “Single Option” Question
This question is used by OSCE examiners when the question allows for only one single answer option. This allows the OSCE examiners to provide a list of options and assess the candidates if they accurately diagnose the one correct answer option. This is essentially a radio button solution that allows only one option to be selected by the examiner when he observes and marks the student on the iPad during the exam. The OSCE examiner may also select a specific option and assign a comments box to it, so they can use it to add comments during the OSCE exam.

Assigning marks for Multiple Options questions:
“Single options” questions may or may not assigned marks. So the OSCE examiner has the options to assign or not assign marks for the question.
The OSCE examiner can also either assign marks by each answer option or assign equal unit marks for each answer option.
The former could be used in scenarios where the OSCE examiner would like to vary the weightage of marks across answer options.
V – “List” Question
This question is used by OSCE for grading and does not support marks. This allows the OSCE examiners to provide a list of options and assess the candidates suitability as a whole for the station. This is essentially drop down list that allows only one option to be selected by the examiner when he observes and marks the student on the iPad during the exam. The OSCE examiner may also select a specific option and assign a comments box to it, so they can use it to add comments during the OSCE exam or other type of question formats as a subset to the option chosen in the dropdown list.

Mark as a Reportable Answer:
This will appear on summary reports for the exam if the checkbox is ticked.

Assigning marks for Multiple Options questions:
“List” questions are not assigned marks. They are primarily used for grading performance

Example: Was Candidate confident enough/neatly dressed? Answer options could be Very good/good/fair/poor.

8. Saving/Preview –Viewing and Submitting a Checklist on OSCE online

A – “Save” checklist on OSCE online
Click “Save” to save the OSCE Checklist and assign a checklist name.

B – “Preview” checklist on OSCE online
Click “Preview” to preview the checklist as it appears on an iPad.

**C – “Submit” checklist on OSCE online**

Click “Submit” to submit the checklist as it appears on an iPad. Only submitted checklists can be assigned to an exam/station. Submitted checklists lands on the OSCE online Home Screen as part of the Recent Check lists. Options are available to Edit/Preview/Delete OSCE checklists.