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AMEE-ESME Online course

Welcome to ESMEA Online and thank you for participating. The AMEE Essential Skills in Medical Education Assessment (ESMEA) course is aimed at people involved with teaching in the health professions who have limited experience in assessment and who wish to gain an insight into practical applications. It is also relevant to others who already have an interest in assessment and wish to gain a foundation in the theoretical underpinnings.

This handbook is designed to give you an overview of the **key elements of the course**. If you have any questions, please don't hesitate to contact the ESME Administrator on: esmeonline@dundee.ac.uk or via our learning management system platform.

Our online courses are delivered on Moodle. Please follow the **How to Moodle Guide** for instructions. All guides and handbooks are available via your welcome email and on Moodle.

The course is 12 weeks long and consists of six modules. Each module lasts for two weeks, begins with a one-hour webinar, and is followed by online discussion groups. There is an end of course assignment in module 6.

There are **three core requirements** in order to be awarded an ESMEA Certificate:

1. **Webinar viewing**
2. **Participation in Module discussion forums**
3. **Satisfactory completion of the end of course assignment.**

Each webinar is presented at the beginning of each module by the module tutor (times may vary). It is also recorded for later viewing. The platform is Adobe Connect, for which Google Chrome or Safari are the recommended supported browsers. The Adobe Connect app should be installed on your device prior to the first webinar. This eliminates the requirement of Adobe Flash player to be installed. If you are unable to install the app please ensure that you have the latest version of Adobe Flash player on your device. You will find the PDF document **Introduction to the Adobe Connect Platform** via your welcome email or in Moodle.

Discussion groups (also known as Forums) are an important part of the course which participants can find extremely valuable. Feedback from end of course evaluations reveals that hearing about the different experiences and approaches used by participants from other countries and institutions is one of the highlights of the course. Please join the discussion groups as often as you can – the greater the participation the better the experience for everyone in the group.

The minimum participation requirement is:

1. **One substantive post on the set topic of the module**
2. **Reply to any comments received on your post**
3. **Comment on the posts of at least one other group member**

There is a two-week time limit for participation in the discussion groups, after which the discussion will be closed. If you miss the deadline please contact the module tutor or the ESME Administrator who may be able to help.

The assignment should be submitted within 4 weeks of the final module end date and feedback will be given within 4 weeks after the submission deadline. The assignment is marked on a 'Pass' or 'Resubmit' basis. If you are asked to resubmit, constructive feedback will be given as to what the tutor considers needs to be done in order to pass the assignment. A maximum of one resubmission per assignment is permitted and should be completed within 2 weeks of the first grade. Tutors are committed to working with you to achieve the necessary standard.

The ESMEA Exam Board meeting will take place within approximately 12 weeks of the course end date and certificates to successful participants will be issued over the following 2 weeks.

This time frame allows for assignment submissions, marking and feedback, resubmissions and marking and feedback, the ESMEA exam board meeting and the completion of certificates.

Information for completion of end of ESMEA online course assignment

* 3000 words (minimum 2700 words will be accepted, excluding references)

* Participants may choose either

1. an evidence based treatise explaining the development and implementation (or proposed plans) of changes in assessment or programme of assessment in their own institution, with proper reference to the literature (Harvard style)

Or

2. an exploration of the contemporary best evidence in relation to one of the module topics in the course, with proper reference to the literature (Harvard style)

** Participants may consult the Course Leader on choice of appropriate topics and send a proposed structure of the assignment via the Moodle platform.*

ESMEA assignment scoring and feedback form

CRITERIA	LEVEL	COMMENTS
Appropriate length (Word limit 3000 words excluding references and appendices)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Understanding of context <i>Explains assessment context concisely and considers strengths/opportunities and limitations/barriers to robust assessment</i>	Acceptable <input type="checkbox"/> Needs development <input type="checkbox"/>	
Understanding of assessment principles <i>Demonstrates fundamental understanding of principles of assessment and refers to meanings of current theoretical work appropriately</i>	Acceptable <input type="checkbox"/> Needs development <input type="checkbox"/>	
Understanding of links between theory and practice of assessment <i>Explains current and/or desired assessment practice in own context in ways that illustrate implications of theory in the practice of assessment. Applies a critical lens to own assessment practice and a reflective stance towards enhancing assessment.</i>	Acceptable <input type="checkbox"/> Needs development <input type="checkbox"/>	
References <i>References from the literature are appropriate to the discussion in the report and illustrate the author's broad familiarity with key academic work.</i>	Acceptable <input type="checkbox"/> Needs development <input type="checkbox"/>	
Overall outcome	PASS <input type="checkbox"/> Further development required <input type="checkbox"/>	

Time management

We recognise that clinical and other responsibilities can sometimes take priority and tutors have the discretion in mitigating circumstances to extend deadlines. It is important that you inform your tutor or the ESME Administrator if you are unable to meet the course deadlines for whatever reason so that we can try to support you as best we can. The ESME Board of Examiners meets approximately 1 month after the end of the course to ratify tutor recommendations and to award Certificates and all submissions and assignments must be completed 2 weeks in advance of that meeting.

If due to accepted mitigating circumstances you are unable to complete the course, deferment to the next available course may be considered for an administrative charge of £50. See Course T&Cs for further information.

Course Evaluation

At the end of the course you will be asked to complete the online evaluation form. We very much appreciate your feedback, especially if there is anything you think could be improved. Certificates are awarded to eligible participants following completion of the online feedback form in the Moodle platform.

Change of personal details

Please inform the ESME Administrator of any changes to your personal details in line with GDPR (see below).

Data Protection

In line with GDPR, the Association processes personal data in accordance with the following data protection principles:

- the Association processes personal data lawfully, fairly and in a transparent manner;
- the Association collects personal data only for specified, explicit and legitimate purposes;
- the Association processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of the processing;
- the Association keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay;
- the Association retains personal data only for the period necessary for the processing;
- the Association adopts appropriate measures to make sure that personal data is secure and is protected against unauthorised or unlawful processing and from accidental loss, destruction or damage

Data protection legislation prescribes the way in which the Association may collect, retain and handle personal data. The Association will comply with the requirements of data protection legislation and all employees and contractors who handle personal data in the course of their work must also comply with it.

What we expect of you

We hope you find the course both enjoyable and useful. In order to maximise the value of the Course we have put together a set of expectations for both you and us and we hope you find these acceptable.

As an AMEE-ESME course participant, we expect you to adhere to all of the policies and procedures outlined in this handbook and in the T&Cs including:

- Completing all sections of the course, including the Introduction forum and end of course evaluation
- Updating us of any change of personal details
- Viewing each webinar, either live or archived
- Engaging in the module discussions with your group within the allotted time
- Submitting your assignment within the allotted time and resubmitting with modifications if required
- Communicating with your tutor or the ESME Administrator if any unexpected situation or difficulty arises
- Reporting any technical or other platform-related issues to the ESME Administrator
- Completing the evaluation at the end of the course.

What you can expect of us

As providers of the AMEE-ESME courses, AMEE will:

- Deliver a 6 module, 12 week ESMEA Online course designed to meet the competencies indicated in the Introduction section of the Course
- Facilitate the group discussions
- Deliver a webinar at the start of each module, each of which is archived for future viewing
- Receive your feedback and deal promptly with any issues you report either through your module tutor or to the ESME Administrator
- Assess your end of course assignment, give you timely, constructive feedback and assess up to 2 subsequent resubmissions if required
- Hold an ESME Exam Board meeting within 3 months after the end of the course to review participant contributions and to award ESMEA Certificates as appropriate
- Record your ESMEA Certificate in Medical Education Assessment as a contribution towards the AMEE Specialist Certificate in Medical Education (awarded for successful completion of the ESME Certificate and 3 other ESME courses)
- Treat your data with care and as set out in the General Data Protection Regulations (GDPR).

AMEE

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