



Policy Name: Formal Review of Student Assessment

Approved By: MDCM Program Committee

Approved On: April 11, 2016

Last Updated: April 9, 2016

Pertinent to: Students

Purpose: Define process for review of a student assessment.

Viewing Assessments & Grades

Students are assessed in accordance with the [UGME Student Assessment Policy](#). The student is encouraged to view his/her assessments and grades throughout the MDCM Program. Assessments and grades from all courses may be viewed [online](#) once the student has completed evaluations of the course and teachers. Assessments and grades from all courses may be viewed in person by appointment with [Student Records](#).

Dissatisfaction with an Assessment or Grade

A student who is dissatisfied with an assessment or grade first requests an [Initial Review](#) of the assessment. The Initial Review occurs at the level of the course. If this does not lead to a satisfactory resolution, the student may then request a [Formal Review](#). The Formal Review occurs at the level of the MDCM Program.

Initial Review of Assessment

A student who is dissatisfied with an assessment or grade must request an initial (i.e. course-level) review of the assessment.

1. For clinical courses with a Site Director, the student should discuss his/her concerns with the Site Director. For all other courses, or if discussion with the Site Director fails to achieve a satisfactory resolution, the student should discuss his/her concerns with the Course Director
2. The Course Director (or Site Director) will review the issue with the student and provide information to clarify the assessment or grade. The Course Director (or Site Director) may obtain further information from other supervisors. If indicated, the Course Director (or Site Director) may revise narrative comments in light of the student's explanation
3. If the student has met with the Course Director and a satisfactory resolution has not been achieved, the student may request a [Formal Review](#) of the assessment or grade

Formal Review of Assessment

A student who remains dissatisfied after the initial review (i.e. discussion with the Course Director) may request a formal review of the assessment (i.e. at the level of the MDCM Program). A student may only request a formal review (appeal) for substantive reasons.

The procedure for a formal review is as follows:

1. A student's request for a formal review of an assessment or grade must be submitted in writing to the [Associate Dean UGME](#) within four (4) weeks of the assessment or grade being posted to the student's dossier. Exceptionally, for clinical Clerkship Courses, this request must be received within eight (8) weeks of the assessment or grade being posted to the student's dossier. The request must include a brief explanation of the basis or rationale for the appeal
2. The Associate Dean UGME requests that the Component Director or Clinical Department Chair set up an ad hoc Student Assessment Review Committee
 - The Committee will have no less than three and no more than five members, including the Chair
 - All members will have experience in the teaching and assessment of students and will be free of [conflicts of interest](#)
 - The Chair must be from the appropriate Department/discipline and must not be the Course Director, Assistant Director or Site Director for the course
 - At least one member will be from a Department/discipline other than the one in question
 - At the Associate Dean's request, the Student Promotions Committee may function as the Student Assessment Review Committee. Generally, this is done only when necessary in order to meet deadlines for promotion or graduation
3. The role of the Review Committee is to make a judgment on the reasonableness of a student's assessment. The meeting is informal and non-confrontational
4. The parties for the formal review of student assessment are the student and the Course Director. The Course Director may delegate this responsibility to a course Site Director, Assistant Director or Site Physician Lead
5. The Chair of the Student Assessment Review Committee will communicate to the parties the time and place of the Committee meeting. There will be a minimum of five (5) working days' notice unless both parties agree to a more rapid meeting
6. Both parties should submit to the Chair of the Committee copies of any written documents to be circulated to the Committee, at least two (2) working days prior to the meeting. No documents may be submitted by outside bodies
7. Both parties may have an adviser present at the formal review

- An adviser must be a member of the McGill community (e.g. a fellow student, a faculty member, or a representative from the [McGill Student Advocacy Program](#)) and must not be paid for these services
 - The adviser should advise and help the student and/or Course Director (or delegate) present his/her case. However, the committee must hear directly from the student and Course Director (or delegate) at the formal review
8. No observers are permitted at the proceedings
 9. In the presence of both parties and the Review Committee, the student will present his/her view of his/her performance and concerns about assessment for the course. The Course Director (or delegate) will then present a summary of the student's performance and an explanation for the assessment. The Chair may invite the adviser(s) to speak in support of either party
 10. The student, Course Director (or delegate) and advisers are then asked to leave the room while the committee deliberates
 11. After deliberation, the assessment will remain unchanged if it is deemed to have been a reasonable assessment of the student's performance. Should the Committee conclude that the assessment under review was not reasonable, the Committee will provide a "de novo" assessment. In other words, the assessment may remain unchanged, be upgraded or be downgraded
 12. The parties are informed verbally by the Chair as soon as the decision has been made, and in writing as soon as possible, with a copy sent to the Associate Dean UGME
 13. The decision of the ad hoc Student Assessment Review Committee is final
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