



Procedure: Quality Assurance for Examinations

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Purpose: General procedure on quality assurance of examinations

The MDCM Program monitors the quality of examinations. Further, after each examination, the MDCM Program engages in review of examination psychometrics and student challenges of items. This post-hoc review of overall examination statistics, item-level statistics and student challenges is undertaken by the Course Director, following the guidelines recommended by the Student Assessment Committee (SAC) and approved by the MDCM Program Committee. The post-hoc review does not consider information related to the performance of any individual students but does consider information related to the performance of the Class as a whole, the examination as a whole, and specific examination items. The deadlines for release of grades outlined in the [Assessment and Promotion Policy](#) will be respected. All short-answer questions of failed exams will be re-read pre-emptively, before the release of grades.

Assessment Phase	Timing	Stakeholders	Process	Description
Assessment Planning & Design	Before the exam	Curriculum & Assessment Team + Course Director	Blueprinting	<ul style="list-style-type: none"> - Develop an assessment blueprint with content areas and weighting - Align assessments with the curriculum and learning objectives - All exams must have a blueprint
		Course Directors + Subject Matter Expert	Item writing	<ul style="list-style-type: none"> - Examination items must conform to item writing guidelines - Judgement based items must include scoring rubrics and/or rating scales
		Translation Team	Item translating	<ul style="list-style-type: none"> - Translate the examination items from English to French or from French to English



		Course Directors	Exam form review	<ul style="list-style-type: none"> - Both course directors must review the examination form and scoring to ensure item quality and relevance before its administration
		Course Directors	Assessment Orientation	<ul style="list-style-type: none"> - OSCE assessors must be oriented to assessment criteria
		Assessment Team	Assessment Oversight	<ul style="list-style-type: none"> - Oversee assessment design for validity, reliability, and fairness - Conduct regular meetings to review and approve assessment items - Provide guidance and support to the assessment coordinator and faculty members
Assessment Implementation	During the exam	Exam Administrators	Assessment Administration	<ul style="list-style-type: none"> - Coordinate logistics, schedule, allocate rooms, and distribute assessment materials - Train invigilators & monitor administration to ensure adherence to guidelines and procedures - Maintain confidentiality and integrity throughout the assessment process
		Students	Challenges	<ul style="list-style-type: none"> - Students can challenge questions that they feel are unclear or unfair (e.g. if not part of learning objectives, if received conflicting messages from teachers)
Post Assessment Analysis	After the exam, but before release of grades	Exam Administrators	Exam statistics report	<ul style="list-style-type: none"> - Prepare a report that includes overall examination statistics, item-level statistics, and student challenges - Send the report via email to the Course Directors within 5 working days following the examination
		Course Directors	Post-hoc exam review	<ul style="list-style-type: none"> - Review challenges together with item statistics and may remove a question or modify its scoring within 5 working days from receipts - Guidelines to Reading Speedwell reports
		Exam Administrators	Finalized exam statistics report	<ul style="list-style-type: none"> - Prepare and distribute a report for the adjusted examination within 2 working days as per the Course Director's instructions.



				<p>The report should include overall examination and item level statistics</p> <ul style="list-style-type: none"> - Send the report via email to the Course Directors, with a copy to the Component Director
		Course Directors	Finalized post-hoc exam review	<ul style="list-style-type: none"> - Confirm final approval of the examination items within in 3 working days from receipt of the report for the adjusted examination. Failure to reply to the report email within this timeframe will be considered approval, and the scores will be released to the students
After release of grade	Students		Challenges during Exam viewing	<ul style="list-style-type: none"> - Students can challenge questions that they feel are unclear or unfair (e.g. if not part of learning objectives, if received conflicting messages form teachers)
			Examination re-read	<ul style="list-style-type: none"> - Have a right to request a re-read of their examination. If a mis-keyed multiple-choice question or another technical scoring error is identified, scores will be recomputed for all students who sat the examination, with both the initial and re-keyed being considered correct
		Exam Administrators	Update question bank	<ul style="list-style-type: none"> - Ensure the questions with potential issues (e.g., double scoring, mis-keyed items) are updated or removed from Speedwell bank
End of Promotion period	Assessment Lead		Analytical Reports	<ul style="list-style-type: none"> - Conduct comprehensive data analysis and statistical evaluations for reliability, validity, comparability, and item performance - Prepare detailed reports on assessment outcomes



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				- Prepare detailed reports on assessment comparability
		Course Director	Bank maintenance	- Revise existing questions, incorporate new questions, and retire outdated or problematic questions - Evaluate and, if needed, update the exam blueprint
		Assessment Team	Bank status update	- Conduct bank (at course level) status update annually

