



Policy Name: UGME Student Assessment Policy

Approved By: MDCM Program Committee *

Approved On: December 10, 2015

Last Updated: January 07, 2016

Pertinent to: Students / Resident Teachers / Faculty

Purpose: Define the UGME student assessment policy.

*Approved in principle by the Curriculum Committee on October 5, 2015.

Definitions

Formative assessment (assessment *for* learning): assessment that is used to guide learning (i.e. to provide feedback). It may or may not have high-stakes implications, that is, may or may not be applied towards pass-fail decisions.

Summative assessment (assessment *of* learning): assessment that comes after the learning and seeks to make decisions regarding academic progress (e.g. for pass-fail judgements or selection purposes).

Narrative assessment: a qualitative written description of a student's performance or achievement, including in non-cognitive domains such as professional behaviours.

Feedback refers to the process whereby a person (a teacher, supervisor, peer or near peer) provides information to another person on aspects of his or her performance within specific contexts. The information is generally based on direct observation and is expected to be framed in a useful and constructive manner.

Policies

Students in the MD, CM program are assessed formally and fairly in all required courses (including clerkships) in accordance with the University Student Assessment Policy and in accordance with the Faculty of Medicine's Code of Conduct.

The MD,CM Program Committee (the Committee) oversees the standards set for assessments in each required course. The Committee adheres to the CACMS standards related to assessment (Elements 9.4 to 9.9). Assessment methods (including grading schemas) are approved by the Committee for new courses or course revisions and are reviewed on a regular basis. Decisions with respect to the advancement and remediation of individual students are made in accordance with the program's promotion regulations and are the purview of the Committee on Student Promotion (CSP) (Element 9.9).

Required courses of four weeks or more in length must include structured formative assessment with feedback to the learner. This formal feedback generally occurs at around the mid-point of the course, allowing sufficient time for remediation. For courses that are semester or year-long, formal feedback occurs approximately every

eight weeks. For courses of less than four weeks, alternate means by which a medical student can measure his or her academic progress are provided (e.g. through progress testing). The provision of valid and meaningful feedback is encouraged for all courses and instructional sessions.

Where supervisor-student interaction permits, assessment must include a narrative description of student performance, including 'non-cognitive' achievement (Element 9.5). The MD,CM Program Committee considers narrative assessment to be feasible under the following circumstances: when teacher-student interaction is of sufficient duration (i.e. when the same teacher meets the same student for a minimum of 4 sessions within the same course) and of sufficient depth (i.e. when the teacher:student ratio is no greater than 1: 20).

Summative assessment of students' achievement in each required course must be provided in a timely fashion. In clinical contexts, direct supervisors – these individuals are referred to as '*Contributor Attendings*' – are required to complete student assessments within two weeks of course completion. The site director is required to collect and collate assessments from all individual contributors and to submit final grades to the UGME office within four weeks of course completion. For any final grade not submitted within the four week mark, the staff of the UGME office will follow its standard operating procedures to ensure that the six week deadline (as per accreditation standard 9.8) is not breached. This includes follow up with Contributor Attendings and Site Directors.

Final grades will be available for all students **directly** from the UGME Student Records Office no later than six weeks following course completion. The final grades will be available **online** upon completion of the corresponding course evaluation by the student.

