

Clerkship and Required Course Student Assessment and Grading Policies
(Approved on November 18, 2011; revised and approved by UCC on June 1, 2012)

Policy: **Clerkship Failure** (Originally approved on June 9, 2010)

Each clerkship and required course sets criteria for failure, pass, and honors for the course prior to the start of each academic year. These criteria will be shared with students at the beginning of each clerkship/required course.

A student will fail the clerkship if any **one** of the following conditions is met:

- A clinical grade of 2.5 or less
- A written exam grade equal to or less than two (2) standard deviations below the national norm for that exam
- A failing grade on any secondary component of the grade.

Additionally, a student is eligible for failure at the discretion of the Clerkship Director if the student receives any **one** of the following:

- One (1) or more ratings of “Rarely, if ever” on the CPE form
- Four (4) or more ratings of “Inconsistently” on the CPE form
- Any comments of concern about the professional behavior of the student.

What if a student fails some component of the grade?

If a student fails the clinical component of the grade, the student must repeat the course. The Dean’s letter will reflect the need to repeat the course.

If a student fails the written examination, the student will receive an “incomplete grade” and will have the opportunity to remediate that exam. The student will not receive honors for the written exam or for the course as a whole regardless of the score obtained on the remediated exam. A note will be made in the Dean’s letter of the need to remediate the exam. If the written examination is failed a second time, the student must repeat the course.

If a student fails a secondary component of the grade (OSCE, etc.) the student will receive an “incomplete grade” and will have the opportunity to remediate that portion of the grade. The student will not receive honors for the course as a whole regardless of their performance on the remediated portion of the grade. If the secondary component is failed a second time, the student must repeat the course.

Policy: **Clerkship Honors**

The criteria for the designation of Honors will be determined by each clerkship. Each clerkship will publish Honors criteria prior to the start of the academic year and will make this information available to students at the beginning of the clerkship in written form.

Policy: **Formative and Summative Feedback and Timeliness of Grading**

In accordance with LCME standard ED-30, the directors of all courses and clerkship rotations in a medical education program must design and implement a system of fair and timely formative and summative assessment of medical student achievement in each course and clerkship rotation.

- **Formative Feedback**
Each clerkship or core rotation will offer purposeful opportunities for formative feedback regarding clinical performance and achievement of requirements (ex. patient diagnosis log) at the mid-point of the rotation.
 - An assessment of the students performance
 - Confirmation of an adequate learning environment (conducive to learning, demonstrates professionalism, safe.)
 - Confirmation of adherence to education hours policy
 - Review of diagnosis logs
- **Summative Feedback**
Each clerkship or core rotation will provide students with summative feedback regarding their performance in the clerkship or core course in order to help students identify strengths and weaknesses and improve knowledge, attitudes and skills as they progress throughout their clinical training.
- **Timeliness**
To ensure the timeliness with which medical students are informed about their final performance in courses and clerkship rotations, final grades will be available **within four to six weeks** of the end of a course or clerkship rotation.

Procedure: **Timeliness**

A central grade submission tracking system in the COM Dean's office is designed to track grade submission timeliness for the clinical courses and offer feedback to course directors regarding compliance with timeliness on an ongoing basis. Data from this tracking system will be reviewed semi-annually in the Clinical Sciences Curriculum and Evaluation Subcommittee.

Policy: **Narrative Feedback** (Approved on November 18, 2011; revised and approved June 1, 2012)

Each clerkship or required course must provide students with a narrative summary of their individual performance in the course. This narrative may include both comments intended for formative

feedback and comments intend as a summative description. Summative comments will be submitted to the Dean's office for inclusion in the medical student performance evaluation.

Policy: **Disclosing Remediation**

Any subject examination or OSCE failure must be reported to the dean's office. In addition, the failure and/or remediation of either a subject examination or an OSCE must be disclosed in the narrative description of the student's performance for the clerkship or required rotation. (Ex. "The student failed the NBME subject exam on first attempt, but passed the exam on second attempt with a very solid performance.")