



## Assessment/Examination Policy

### Roles and Responsibilities

Policy Contact(s)	Assistant Dean for Assessment
Responsible	OME
Accountable	OME, Course and Clerkship Directors, Medical Students
Consulted	MEAC, Advancement, OSA
Informed	Course and Clerkship Directors, Faculty, and Medical Students

### LCME Standard(s)

#### 9.4 Assessment System

A medical school ensures that, throughout its medical education program, there is a centralized system in place that employs a variety of measures (including direct observation) for the assessment of student achievement, including students' acquisition of the knowledge, core clinical skills (e.g., medical history-taking, physical examination), behaviors, and attitudes specified in medical education program objectives, and that ensures that all medical students achieve the same medical education program objectives.

#### 9.7 Formative Assessment and Feedback

The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.

#### Scope and Purpose

Periodic assessment has many purposes, including provide a means for the School of Medicine to evaluate student achievement; provide feedback to students; provide feedback to the school and course faculty for evaluation of course and program objectives; encourage students to master knowledge and skills; and demonstrate student responsibility.

This policy covers institutionally developed, nationally normed assessments, and standardized patients when used for assessment purposes for required courses and clerkships.

In addition to course leadership and the Office of Medical Education, individual student results of assessments are reported to the Office of Student Affairs, the Office of Academic Support, the Medical Education Advisory Committee, and the Advancement Committee as appropriate. Aggregate results of

assessments are reported to the Advancement Committee and the Curriculum Coordinating Committee.

### Policy

Students are responsible for monitoring their own schedules, being aware of any personal demands that conflict with assessment dates and other required school activities, and appropriately resolving any such scheduling conflicts. Students are expected to conform to the assessment schedule published at the start of the academic year.

### Procedures

#### Construction

All in-house assessments must be reviewed and approved by the Assessment Review Committee (ARC) prior to assessment administration.

#### Administration

- Students must adhere to the Statement of Ethical Principles, Practices & Behaviors.
- NBME assessments shall follow NBME proctoring rules.
- Assessments begin promptly at the appointed time. Students who arrive late will not be granted additional time and may be permitted to sit for the assessment only after approval from OSA, OME, and/or the course director.
- No personal items, network connected devices, or study materials are permitted in the assessment area. Scratch paper will be provided and must be returned at the completion of the assessment.
- At least one faculty member or staff member must be present throughout the assessment.
- Proctors cannot clarify questions to individual students. Errors, if discovered, must be announced promptly to all examinees.
- If a student requires a personal break, they must sign out of the assessment area, remain in the proximate area to the assessment, return promptly, and sign back in. The assessment time limit will not be increased by time spent on breaks.
- For assessments that are administered remotely, the same rules of conduct apply. The school retains the right to determine the appropriate proctoring method.

#### Remediation

- The date for a remediation assessment will be determined in coordination with the student, the course director, and OME.
- Students who are required to remediate pre-clerkship assessments must have successfully remediated all assessments at least 10 calendar days prior to the start of classes for the subsequent academic year.
- If a pre-clerkship remediation assessment is not passed, there will be no opportunity to retake a second remediation assessment.
- A student who fails three attempts on an end of clerkship NBME assessment will receive an F and will be required to repeat the clerkship in its entirety.

## Rescheduling

- Students seeking an alternative date for an assessment must make their request to the course director and a dean in the Office of Student Affairs. Permission to reschedule an assessment is granted only for exceptional circumstances. Postponed pre-clerkship assessments must be taken within 7 calendar days barring extenuating circumstances.
- Any change to a student's assessment date will be recorded. If more than 2 assessments are postponed, documentation of the delays may appear in the MSPE. Repeated assessment postponement may be discussed at the Advancement Committee.
- In the event of an unforeseen circumstance (e.g., campus closure, fire alarm), OME in coordination with course leadership will reschedule affected assessments.

## Post Assessment

For school-developed assessments:

- Assessments will be reviewed by the ARC to assure satisfactory performance of the assessment.
- Multiple-choice questions must meet minimum statistical performance metrics
- Questions deemed flawed will be removed from the assessment. If the flawed question has more than one correct answer, all examinees will receive credit for that question.
- After completion of the assessment, students will have the opportunity for secure post-assessment review of items answered incorrectly while still in the proctored assessment setting.
- Final and mean scores will be made available no later than one academic week after the assessment date.

For NBME assessments:

- Final scores will be made available no later than one academic week after the NBME releases scores to the school.

## Exceptions

Personal devices for approved medical accommodations will be permitted.

## Forms

N/A

## Related Policies/Procedures

Formative Assessment and Feedback Policy  
Statement of Ethical Principles, Practices, and Behaviors  
Advancement, Dismissal, and Graduation

## History

Revised: October 2024

Approved: CCC, September 15, 2020; CCC, October 15, 2024