

# Max Rady College of Medicine Undergraduate Medical Education Policy

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| <b>Policy Name:</b>            | Communicating Methods of Evaluation  |
| <b>Application/<br/>Scope:</b> | Undergraduate Medical Education (UGME) Students  |
| <b>Approved (Date):</b>        | May 2018   |
| <b>Review Date:</b>            | May 2023   |
| <b>Revised (Date):</b>         | February 2018  |
| <b>Approved By:</b>            | Progress Committee [January 2018]<br>Dean's Council [February 2018]<br>College Executive Council [February 2018]<br>Senate Committee on Instruction and Evaluation (SCIE) [March 2018]<br>Senate Executive Committee [May 2018]<br>Senate [May 2018] |

## 1. PURPOSE

To provide processes which ensure that UGME students are appropriately informed of evaluation methods in accordance with University of Manitoba regulations.

## 2. DEFINITIONS

- 2.1 **Pre-Clerkship** – Year I and Year II of the UGME program
- 2.2 **Clerkship** – Year III and Year IV of the UGME program.
- 2.3 **Course/Module** – A course/module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.4 **Rotation** – A unit of clinical work in Clerkship.
- 2.5 **Mid-term Examination** - A summative multiple-choice and/or short answer examination normally conducted at the approximate midpoint of a course/module. No rounding of scores will take place.
- 2.6 **Final Examination** – A multiple choice and/or short answer examination at the end of a Pre-Clerkship course/module. No rounding of scores will take place.
- 2.7 **Assignment** – Take home work as defined in the syllabus of each course.
- 2.8 **National Board of Medical Examiners (NBME Examination)** – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.

- 2.9 **Objective Structured Clinical Examination (OSCE-type Examination)** – A practical examination used to assess the clinical skills of students. For courses based on an OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.10 **Comprehensive Clinical Exam (CCE)** – An OSCE-type exam that takes place during clerkship. For courses based on an OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.11 **Midpoint In-Training Evaluation Report (MITER)** - A formative assessment report completed by the student, and then reviewed by the preceptor. Distributed at the start of each core rotation that is at least four (4) weeks duration, the MITER must be completed and submitted electronically. This must include a narrative description of medical student performance
- 2.12 **Final In-Training Evaluation Report (FITER)** - A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance
- 2.13 **Formative Assessment/Formative Exam** – An assessment designed to provide feedback to students in order to improve performance.
- 2.14 **Transition to Clerkship (TTC)** – A module scheduled at the beginning of Year III, prior to the commencement of Core Clerkship Rotations.
- 2.15 **Pre-Clerkship Student Evaluation Committee (PSEC)/Clerkship Student Evaluation Committee(s) (CSEC)** – Committees responsible for the development and approval of assessment policies and rules. Responsible for the overall management and administration of examination questions and the review and evaluation of results and their recommendation to Progress Committee for approval.

### 3. POLICY STATEMENTS

#### GENERAL

- 3.1 Proposed changes to the type of assessment, type of assessment item, and/or percentage attributed to an assessment within a course(s) must be approved by the appropriate Student Evaluation Committee (PSEC/CSEC) a minimum of two (2) months prior to start of a course for which the changes are intended.
- 3.2 This policy will be reviewed every five years following the approval date.

#### PRECLERKSHIP

- 3.3 Within Pre-Clerkship, student progress is assessed using a combination of Formative and Summative Mid-term and, Final Examinations, Assignment and OSCE-type assessments.
- 3.4 Preclerkship Course Pages within OPAL will contain a minimum of the following :
- The type(s) of assessment instruments used to assess student progress.
  - The percentage/weighting of each assessment within a course used to calculate a

final grade.

## CLERKSHIP

- 3.5 Within Clerkship, student progress is assessed using a combination of MITER, FITER, NBME, and OSCE-type assessments.
- 3.6 During TTC, Clerkship students will be informed of the format, date and time of the scheduled NBME and CCE assessments.
- 3.7 On the first day of each rotation, students will:
  - Receive a copy of a MITER and FITER (as required).
  - Be informed of the date, time and location of rotation specific NBME Examination (as applicable).

## 4. **PROCEDURES: PRE-CLERKSHIP**

### STUDENT RESPONSIBILITIES

- 4.1 Students must review the following information prior to the commencement of each course for clarity and understanding:
  - The date and time of the Course Assessments
  - The type(s) of assessment instruments to be used in the course
  - The percentage/weighting of each examination within the course.
- 4.2 Students are encouraged to seek clarification from their respective Course Leaders as necessary.

### COURSE LEADER RESPONSIBILITIES

- 4.3 Ensure that any changes to the type of assessment instrument, type of assessment item and/or percentage attributed to assessments within a course are communicated and approved by the PSEC at least two (2) months prior to the beginning of the course.
- 4.4 Ensure that the type of assessment instrument, type of assessment item and/or percentage attributed to an assessment are reflected within the OPAL Course Page and Course Syllabus.
- 4.5 Address student questions and/or concerns related to assessment information.

### ADMINISTRATOR, EVALUATIONS - PRE-CLERKSHIP RESPONSIBILITIES

- 4.6 In conjunction with the Student Assessment Coordinator – Pre-Clerkship, develop and maintain a Pre-Clerkship Student Assessment Plan. This plan should include the following minimum requirements:
  - The date and time of all assessments within each course/module.
  - The type(s) of assessment instruments to be used in each course/module.
- 4.7 Ensure that a copy of the most recent Pre-Clerkship Student Assessment plan is posted to OPAL within each Module so that students are aware of forthcoming assessments within the module. Ensure that all Pre-Clerkship students are informed of all applicable policies and procedures related to assessment within the UGME program.

- 4.8 In liaison with Course Assistants responsible for Pre-Clerkship courses, determine if there are any changes to course specific examinations. This must be done as follows:
- At least three (3) months prior to the start of each course
- 4.9 As required, provide assistance to Course Leaders with respect to the completion and submission of a Change of Evaluation Request Form ensuring that all documents are submitted to the PSEC:
- At least two (2) months prior to the start of a course

#### COURSE ASSISTANT - CLINICAL SKILLS RESPONSIBILITIES

- 4.10 In conjunction with the Student Assessment Coordinator – OSCE, develop and maintain an OSCE-type Examination Plan. This plan should include the following minimum requirements:
- The date and time of each OSCE-type Examination
  - The type(s) of assessment items being used.
  - The mechanism/calculation for determining the pass mark on the OSCE-type examination.
- 4.11 Ensure that any changes to the assessment instrument and type of assessment item, for OSCE-type examinations, are approved by CSEC at least two (2) months prior to the start of the academic year for which the changes are intended.

### 5. **PROCEDURES: CLERKSHIP**

#### STUDENT RESPONSIBILITIES

- 5.1 Review the following information when received at the beginning of each rotation for clarity and understanding:
- The date and time of the NBME examination (if applicable)
  - The MITER and FITER being used for the rotation
- 5.2 Seek clarification regarding evaluation information from the Clerkship Director/designate as necessary.

#### CLERKSHIP DIRECTOR RESPONSIBILITIES

- 5.3 Ensure that any changes to the MITER and/or FITER are sent to the Chair, CSEC at least two (2) months prior to the beginning of TTC.
- 5.4 Ensure that CSEC approved changes to the MITER and/or FITER are communicated to the Administrator, Evaluation Clerkship.
- 5.5 Address student questions and/or concerns related to assessment information as required.

#### ADMINISTRATOR, CLERKSHIP EVALUATION RESPONSIBILITIES

- 5.6 In conjunction with the Student Assessment Coordinator, Clerkship develop a NBME Assessment plan. This plan should include the following minimum requirements:
- The date and time of the NBME Examination
  - The type(s) of assessment instruments to be used in the NBME examination.
  - The mechanism/calculation for determining the pass marks for all NBME examinations.
- 5.7 Ensure that a copy of the most recent NBME Assessment plan is posted to OPAL within the Core Clinical Rotations - Academic Activity - UGME Module ensuring that students are aware of all Clerkship assessments. Communicate all applicable policies and procedures related to assessment within the UGME program to Clerks as appropriate.
- 5.8 Liaise with Clerkship Directors and the Administrator, Clerkship at least three (3) months prior to the commencement of TTC to determine if there are any changes to MITER(s) and/or FITER(s).
- 5.9 As required, provide assistance to Clerkship Directors in the completion and submission of the Change of Evaluation Request Form ensuring that all documents are submitted to the CSEC at least two (2) months prior to the start of TTC.
- 5.10 Ensure that approved evaluation changes to the MITER/FITER are made on existing MITER(s) and/or FITER(s).
- 5.11 Send a copy of the revised MITER(s) and/or FITER(s) to Clerkship Director(s) for review at least twenty (20) days prior to the start of TTC.
- 5.12 Distribute the FITER(s) and the NBME examination information template to each Clerkship Director prior to the commencement of each rotation.
- 5.13 Ensure that MITERs are sent to students by the Department Administrator on the first day of each rotation.

#### ASSISTANT TO ADMINISTRATORS EVALUATIONS RESPONSIBILITIES

- 5.14 In conjunction with the Student Assessment Coordinator- OSCE develop a CCE Assessment plan. This plan should include the following minimum requirements:
- The date and time of the CCE Examination
  - The type(s) of assessment items being used.
  - The mechanism for determining the pass mark on the CCE examination
- 5.15 Ensure that a copy of the most recent CCE Assessment plan is posted to OPAL within the Core Clinical Rotations - Academic Activity - UGME Module ensuring that students are aware of forthcoming assessments.
- 5.16 Liaise with the Student Assessment Coordinator- OSCE at least three (3) months prior to the start of TTC to determine if there are any changes to this assessment.
- 5.17 As required, provide assistance to the Student Assessment Coordinator- OSCE as it relates to completion and submission of the Change of Evaluation Request Form ensuring that all documents are submitted to CSEC at least two (2) months prior to the start of ITC.
- 5.18 Ensure that approved evaluation changes to the CCE examination are included in the evaluation information templates being distributed to students.

## **6. REFERENCES**

- 6.1 University of Manitoba Final Examination and Final Grades Policy and Procedures
- 6.2 UGME Policy and Procedures - Promotion and Failure
- 6.3 UGME Policy and Procedures – Deferred Examinations
- 6.4 UGME Policy and Procedures – Supplemental Examinations
- 6.5 UGME Policy and Procedures – Examination Conduct
- 6.6 UGME Policy and Procedures – Invigilation of Examinations
- 6.7 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities

## **7. POLICY CONTACT**

Please contact the Director, Evaluation with questions respecting this policy.