

Max Rady College of Medicine - UGME Policy

Policy Name:	Examination Results
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	
Review Date:	February 2021
Revised (Date):	February 2016
Approved By:	Senate, January 4, 2017

1. PURPOSE

To provide specific processes to ensure student examination results are organized in a timely and effective manner that complement the University of Manitoba Final Examinations and Final Grades Policy and related Procedures.

2. DEFINITIONS

- 2.1 Midterm Examination - A summative examination normally conducted at the approximate midpoint of a course/module. No rounding of scores will take place.
- 2.2 Final Examination – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 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 Assignment - Take home work as defined in the syllabus of each course.
- 2.5 Objective Structured Clinical Examination (OSCE-type Examination) – An examination that is used to assess the clinical skills of students. For courses based on 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.
- 2.6 CCE – The Comprehensive Clinical Exam is an OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average of the top 10% of students who take the examination.
- 2.7 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training which documents the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and

submitted electronically at the end of the rotation. This must include a narrative description of medical student performance

2.8 Monitored Status – A student will be placed on Monitored Status as follows:

- Modular Courses –Achieving a result between 60.0% and 62.9% (No rounding of scores will take place).
- Longitudinal Courses–Achieving a result less than sixty percent (60.0%) on any exam worth twenty-five percent (25.0%) or more of the total Longitudinal Course assessment weight.
- A Failure of one (1) Clerkship Exam.
- A Borderline Pass on a FITER.

A student on Monitored Status is encouraged to participate in remediation. This description is not punitive; the sole purpose is to identify students early who may be having some difficulty (and who therefore may be at risk for future difficulty), so that timely assistance can be provided.

2.9 Probationary Status - Would be applied to a student after a failure of any of the following:

- One (1) Course/Module
- The CCE
- Two (2) Clerkship examinations
- One (1) FITER
- One (1) assignment integral to either the Professionalism or Population Health courses in Clerkship

A student on Probationary Status is required to participate in Remediation

2.10 Pre-Clerkship Student Evaluation Committee (PSEC)/Clerkship Student Evaluation Committee(s) (CSEC) – Committees responsible for the development and approval of assessment policies and rules. PSEC/CSEC bodies are responsible for the overall management and administration of examination questions, the review and evaluation of results and recommendation to Progress Committee for approval.

2.11 Coaching/Strengths and Opportunities Report – A report which displays information about a participant's performance in a particular assessment. Used for coaching and feedback purposes, it is provided to a participant in a controlled format for reference purposes.

2.12 Working Day – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

3.1 Students will receive results for all examinations within a reasonable amount of time following completion of the examination. The following timelines will be adhered to:

- Mid-Term/Final Exams – Results will be reported via the Pre-Clerkship Exam System Student Portal typically within two working days of the completion of the exam.
- Course Results – Results will be reported via Curriculum Management System typically within five (5) days of course completion.
- Clerkship Exam– Results will be reported via email correspondence typically within two (2) weeks of completion.
- OSCE-type – Given the complexity in marking this practical assessment, which often includes a comprehensive review of individual recorded performance, results will be reported as soon as practicable. Typically, results will be made available to students no later than four (4) weeks from completion.

- 3.2 Student input on Internal Examinations will be taken into consideration when making decisions related to examination results.
- 3.3 The Chair of the applicable PSEC/CSEC will work with the respective Administrators Evaluation in reviewing and preparing examination results.
- 3.4 The applicable PSEC/CSEC will meet to review and approve Internal Examination results on a monthly basis for exams/courses completed during the previous month.
- 3.5 Final scores for all Internal Examinations will not be rounded.
- 3.6 A pass is considered as follows:
- Course/Module - attaining a score of 60.0% or higher. No rounding of scores will take place.
 - OSCE-type Examinations/Courses - attaining a score at or above 80% of the average mark of the top 10% of students who sit the examination or take the course. No rounding of scores will take place.
 - Clerkship Exams – A score at the 11th percentile or higher
 - FITER
 - Pass - A grade of “meets expectations” or higher in all major and minor criteria
 - Borderline pass (counted as a ‘Pass’ for summative purposes) - A combination of grades below “meets expectations”, that does not otherwise constitute a fail, as explained below.
 - Fail - A grade of ‘unsatisfactory’ in one (1) major criterion, or ‘unsatisfactory’ on any two (2) minor criteria, or a grade of ‘below expectations’ or worse in any three (3) major or minor criteria.

4. **PROCEDURES**

MID-TERM EXAMINATIONS, FINAL, COURSE EXAMINATIONS

- 4.1 Typically within two (2) working days of completed examinations:
- The Administrator, Evaluations Pre-Clerkship will organize the scoring of all components of the examination
 - Without direction, all examination questions with less than a thirty (30) percent success rate will be removed from the scoring of an exam.
 - An Exam Summary Report, Item Analysis, Question Notes/Feedback and Exam Taker Results report will be distributed to the Coordinator, Evaluations Pre-Clerkship and Course Leader.
 - All information on reporting provided to Course Leaders will not include student names or any specific identifying information which would allow the identity of students to be ascertained.
 - The Administrator, Evaluations Pre-Clerkship, will receive instructions from the respective Coordinator, Evaluations on changes to examination scoring structure, if any, based on the scoring and reporting information relevant to the exam.
 - The Administrator, Evaluations Pre-Clerkship will release results of adjusted exam results, as appropriate, to the Pre-Clerkship Exam System.
- 4.2 The respective Course Leader, will in accordance with the academic schedule:

- Based on the results of the exam, determine if a review session focusing on the information provided within the respective Exam Summary/Item Analysis Report is required.
- Course Leaders should be prepared to respond to questions from students on their respective individualized Coaching/Strength and Opportunities Report without divulging confidential examination content.

COURSE SCORES

- 4.3 Typically within two (2) working days of completion of the Final Examination for a course:
- The Administrator, Evaluations Pre-Clerkship will organize the scoring of all components of the course in accordance with the weighting established in the Pre-Clerkship Master Assessment Plan.
 - Information on individual exam scores and assignments for the course will be distributed to the respective Coordinator, Evaluations and Course Leader.
- 4.4 Typically within one (1) working day of distribution to Course Leaders:
- The Administrator, Evaluations Pre-Clerkship will organize and verify the formulae to ascertain final course scores and upload all results to Curriculum Management System.
 - The Administrator, Evaluations Pre-Clerkship, will receive instructions from the respective Coordinator, Evaluations on changes to course scoring structure, if any, based on the scoring information and Question Notes/Feedback reports.
- 4.5 Typically within one (1) days of receipt of instructions from the Coordinator, Evaluations:
- The Administrator, Evaluations will finalize the scoring and conduct an internal review of the scores and scoring formulae and upload all remaining results to Curriculum Management System such that final course results are provided to students typically within five (5) days of course completion.
- 4.6 Summary information will be prepared by the Administrator, Evaluations Pre-Clerkship for the Chair, PSEC to include the following psychometric data obtained from the Pre-Clerkship Exam System Item Analysis Report:
- Component (raw and percent) scores, final (percent) scores, pass/fail status based on final percent scores, Probationary/ Monitored Status based on final percent scores for each student.
 - Summary of component and final percent scores for the entire class, which includes mean, standard deviation, median, minimum, maximum scores, and bar graph. The total number of students on Probationary Status and Monitored Status.
 - Summary of component and final percent scores for two preceding classes, which includes mean, standard deviation, median, minimum, maximum scores, by class.
- 4.7 The Administrator, Evaluations Pre-Clerkship, will prepare Probationary and Monitored Status letters for the perusal and signature of the Associate Dean, UGME ensuring that the Director, Evaluations, Director, Remediation and Associate Dean Student Affairs UGME are included on the distribution list and then, once approved, distribute electronically to each affected student.
- 4.8 The respective Course Leader, will in accordance with their academic schedule:
- Conduct a review session of exam results with their course committee which integrates information contained within the Exam Summary Report, Item Analysis

Report and Question Notes/Feedback Report with the intent of revising questions where appropriate.

OSCE-TYPE EXAMINATIONS

- 4.9 In a given academic year, the Assistant to Administrators, Evaluations will organize, in collaboration with the Chair of CSEC and the Director of Evaluations, dates for OSCE-type examinations for the next academic year.
- 4.10 Typically within three (3) working days of completed examinations:
- The Assistant to Administrators Evaluations will organize the scoring of all components of the examination.
- 4.11 Typically within seven (7) working days of receipt of examination scores:
- The Assistant to Administrators, Evaluations will organize and verify the formulae to ascertain final examination scores.
- 4.12 Typically within seven (7) working days of ascertaining final examination scores:
- The Administrator, Evaluations will finalize the scoring and conduct an internal review of the scores and scoring formulae which will be subsequently reviewed. The Chair CSEC will certify the reviewed results.
- 4.13 The following summary information shall be prepared by the Assistant to Administrators Evaluations for the Chair CSEC:
- Component (raw and percent) scores, final (percent) scores, pass/fail status based on final percent scores, Probationary/Monitored Status based on final percent scores for each student.
 - Summary of component and final percent scores for the entire class, which includes mean, standard deviation, median, minimum, maximum scores, and histogram. The total number of students on Probationary Status and Monitored Status is included.
- 4.14 The Assistant to Administrators, Evaluations will prepare individual student examination reports for electronic distribution as well as prepare Probationary and Monitored Status letters for the perusal and signature of the Associate Dean, UGME ensuring that the Director, Evaluations, Director, Remediation, Director Clinical Skills, and Associate Dean Student Affairs UGME are included on the distribution list and then, once approved, distribute electronically to each affected student.
- 4.15 Typically within five (5) days of distribution of scores, the Administrator, Evaluations will update the class master sheet with the new set of scores for the respective examinations and examinations and ensure that they are distributed to the class via the Curriculum Management System.

CLERKSHIP EXAMINATION SYSTEM

- 4.16 In a given academic year, the Administrator, Evaluations Clerkship organizes the process of determining the supplementary dates on which Clerkship Examination System will be administered for the next academic year.

- 4.17 Typically within one (1) working day of a completed Clerkship Examination:
- The Administrator, Evaluations will organize the dispatch of all completed Clerkship Examinations.
- 4.18 Typically within seven (7) working days of mailing of Clerkship Examination:
- The Administrator, Evaluations will check for results of scoring of Clerkship Examinations.
- 4.19 Typically within seven (7) working days of receipt of results of Clerkship Examinations:
- The Administrator, Evaluations will prepare individual student examination reports for electronic distribution and will prepare the Probationary and Monitored Status letters for the perusal and signature of the Associate Dean, UGME ensuring that the Director, Evaluations, Director, Remediation, Director Clerkship Clinical, and Associate Dean Student Affairs UGME are included on the distribution list and then, once approved, distribute electronically to each affected student.
 - The Administrator, Evaluations will update the class master sheet with the new set of scores for the respective Clerkship Examinations and ensure that results are uploaded to the Curriculum Management System.

5. **REFERENCES**

- 5.1 UGME Policy and Procedures – Examination Conduct
- 5.2 UGME Policy and Procedures – Deferred Examinations
- 5.3 UGME Policy and Procedures – Supplemental Examinations
- 5.4 UGME Policy and Procedures – Promotion and Failure
- 5.5 UGME Policy and Procedures - Invigilation of Examinations
- 5.6 UGME Policy and Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program.
- 5.7 University of Manitoba- Final Examinations and Final Grades Policy
- 5.8 University of Manitoba- Deferred and Supplemental Examinations Procedures
- 5.9 University of Manitoba- Final Examinations Procedures
- 5.10 University of Manitoba- Final Grades Procedures

6. **POLICY CONTACT**

Director, Evaluations