

# Max Rady College of Medicine- UGME Policy

<b>Policy Name:</b>	Reappraisal of Student Assessments
<b>Application/ Scope:</b>	Year I to Year IV Undergraduate Medical Education Students
<b>Approved (Date):</b>	April 19, 2016
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<b>Approved By:</b>	College Executive Council

## 1. **PURPOSE**

This policy outlines the circumstances and process for a student to challenge the content of an assessment where the assessor used some discretion in determining the grade assigned or to challenge the process used to determine the assigned grade.

## 2. **DEFINITIONS**

- 2.1 Assessment –a Course/Module Examination summative OSCE-Type examination, written assignment as part of a Course/Module, or a FITER.
- 2.2 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.
- 2.3 Rotation – A defined period of clinical work in Clerkship.
- 2.4 Reappraisal Subcommittee - a Subcommittee of Undergraduate Medical Education established by Chair, Progress Committee to deliberate and render decisions on a student's request for reappraisal of an evaluation.
- 2.5 Midterm Examination – A summative examination conducted at the approximate midpoint of a Course/Module. No rounding of scores will take place.
- 2.6 Final Examination – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.7 Assignment-Take home work as it has been 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 Undergraduate Medical Education Program. Attaining a mark at the 11th percentile or higher is considered a pass.

- 2.9 Objective Structured Clinical Examination (OSCE-type) – An examination 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.
- 2.10 Comprehensive Clinical Exam (CCE) – An OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.11 Supplemental Examination – An opportunity to rewrite an examination that was failed.
- 2.12 Final In-Training Evaluation Report (FITER) – that is electronically completed at the end of each core and elective rotation at the clerkship level. This must include a narrative description of medical student performance.
- 2.13 The Pre-Clerkship Student Evaluation Committee and the Clerkship Student Evaluation Committee(s) (PSEC/CSEC) – Are 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 recommendations to the Progress Committee for approval.
- 2.14 Working Day – A day when the University of Manitoba is open for regular business.

### 3. **POLICY STATEMENTS**

- 3.1 A student request for reappraisal of an Assessment will only be accepted if the student received a “Fail” on the Course/Module or Rotation to which the assessment pertains.
- 3.2 Undergraduate Medical Education will not accept a student request for reappraisal of an NBME Examination. NBME has a mechanism to address this. See Section 5 - References.
- 3.3 A student request for reappraisal of an Assessment must be submitted to the Director of Student Assessment in accordance with the timelines outlined in the procedures section of this document.
- 3.4 A student request for reappraisal must outline the specific rationale for consideration of the reappraisal.
- 3.5 A student who meets the requirements of Statement 3.1 shall have the opportunity to read the Evaluation script and any comments written on it in the presence of a Course Leader/Clerkship Director or designate prior to submission of a request for reappraisal of an Assessment in accordance with the timings established in Section Four.
- 3.6 A request for reappraisal will not be accepted for:
- Multiple choice examinations.
  - The components of the OSCE-type Examinations involving direct patient contact. These are video-reviewed by Faculty in any case.
  - Content of Individual Evaluation items.
  - Factors that have impacted on all individuals involved in the Assessment.
  - Illness during an Evaluation. The UGME Examination Deferral Policy and Procedures addresses illness.
- 3.7 A request for reappraisal may be accepted for:
- Short answer examination questions.
  - FITERs

- Written assignments as part of a Course/Module.
- 3.8 An accepted student request for reappraisal of an Assessment mandates the Director of Student Assessment to organize the Reappraisal Subcommittee in accordance with the requirements outlined in the procedures section of this document.
  - 3.9 The decision of the Reappraisal Subcommittee may result in a change of grade compared to the original grade.
  - 3.10 The Reappraisal Subcommittee may require reassessment of the student. In the case of a Course/Module Assessment or an OSCE-type Examination, this may be conducted at the next scheduled rewrite time or timing coincident with a Supplemental Examination. In the case of a FITER, the completion of another period of assessment may be necessary.
  - 3.11 The decision of the Reappraisal Subcommittee will be communicated to the Chair, Progress Committee.
  - 3.12 The Chair, Progress Committee will communicate the decision of the Reappraisal Subcommittee in writing to the student, the Associate Dean UGME, the Associate Dean Student Affairs UGME, and the relevant Course Leader/Clerkship Director.
  - 3.13 The result of a student request for reappraisal which is reviewed by a Reappraisal Subcommittee will only apply to the student submitting the request for reappraisal. A change in marking will not apply to or alter the assessment result for any other student.
  - 3.14 If the student requesting a reappraisal does not accept the decision of the Reappraisal Subcommittee, the student has the right of appeal to the Undergraduate Medical Education Student Appeals Committee.

#### 4. **PROCEDURES**

##### RESPONSIBILITIES OF THE STUDENT

- 4.1 Accept that a request for reappraisal can only be made if there is a “Fail” on the specific evaluation.
- 4.2 Contact the Course Director/Clerkship Director or designate to set a time to read the evaluation script and any related comments. This should be done within five days of receiving notification of a “Fail”.
- 4.3 Ensure that the request for reappraisal is submitted to the Director of Student Assessment within twenty working days of receipt of the Assessment result.
- 4.4 Ensure that the request for reappraisal clearly states the specific rationale for consideration of the reappraisal.
- 4.5 Provide written notification to the Director of Student Assessment of the intent to present to the Reappraisal Subcommittee at the time the request for reappraisal is submitted. The student must present his/her own case. It is recommended that the student contact the Student Advocacy Services Office and have a student advocate present with the student at the Reappraisal Subcommittee meeting. In addition, the student may have one support person and/or one legal counsel present at the meeting. None of these people may present the case or speak at the hearing.
- 4.6 Accept or decline an invitation to be present throughout the whole Reappraisal Subcommittee meeting except for the *in camera* Subcommittee deliberations. If the student chooses not to appear before the subcommittee, the hearing will be heard *in absentia*.

- 4.7 Consider an appeal to the Undergraduate Medical Education Student Appeals Committee if not accepting of the decision of the Reappraisal Subcommittee.

#### RESPONSIBILITIES OF THE Director of Student Assessment

- 4.8 Review the student request for reappraisal of an evaluation, applying all Reappraisal of Student Evaluation policy requirements.
- 4.9 If the request for reappraisal is accepted, inform the Chair, Progress Committee within five working days of receiving the student request for reappraisal. This notification must include information related to the student's decision to present to the Reappraisal Subcommittee.
- 4.10 Inform the student in writing, within three working days of the completion of the review if there are no grounds for reappraisal of the stated evaluation.

#### RESPONSIBILITIES OF CHAIR, PROGRESS COMMITTEE

- 4.11 Appoint a Reappraisal Subcommittee within five working days of receiving an accepted request for reappraisal from the Director of Student Assessment. Subcommittee membership is organized as follows:
- Three Faculty members – At least one of whom is a member of the relevant PSEC/CSEC not including:
    - Course Leader/Clerkship Director of the course/clerkship being reappraised
    - Associate Dean, UGME
    - Associate Dean, Student Affairs UGME.
  - One Faculty member will be appointed as Subcommittee Chair.
  - Two student representatives who are not in the same year of study as the student seeking the reappraisal.
  - One member of UGME Support Staff to act as Subcommittee secretary (non-voting). Generally this will be the secretary of the respective PSEC/CSEC.
- 4.12 Inform the applicable Course Director/Clerkship Director of the invitation to attend and present to the Reappraisal Subcommittee meeting, if the student is presenting to the Reappraisal Subcommittee.
- 4.13 Inform the Reappraisal Subcommittee that the student and the applicable Course Director/Clerkship Director will present to the subcommittee, if applicable.
- 4.14 Inform the Reappraisal Subcommittee that a decision must be communicated to the Chair, Progress Committee within ten working days of receipt of information provided to make a decision.
- 4.15 Inform the Reappraisal Subcommittee that the Subcommittee decision must be made by secret ballot if a decision cannot be reached by consensus. The Subcommittee Chair will vote in the event of a tie.
- 4.16 Ensure the student receives written communication of the Reappraisal Subcommittee decision within five working days of the Subcommittee decision. This communication shall indicate the student's right to appeal to the Undergraduate Medical Education Student Appeal Committee in accordance with the [Undergraduate Medical Education Student Appeal Committee Policy and Procedures](#).

#### RESPONSIBILITIES OF CHAIR, REAPPRAISAL SUBCOMMITTEE

- 4.17 Review all reappraisal information in preparation for the Reappraisal Subcommittee meeting.
- 4.18 Chair the Reappraisal Subcommittee meeting with the intent that following presentation by student and Course Director/Clerkship Director (if applicable) there will be *in camera* discussion. If the student declines the invitation to present the hearing will be heard *in absentia*.
- 4.19 If not a unanimous decision, organize a secret ballot vote to make the Subcommittee decision and cast a vote if there is a tie.
- 4.20 Inform the Chair, Progress Committee of the Subcommittee decision immediately following the meeting.

#### RESPONSIBILITIES OF MEMBERS, REAPPRAISAL SUBCOMMITTEE

- 4.21 Review information related to the request for reappraisal in preparation for the Reappraisal Subcommittee meeting.
- 4.22 Attend Subcommittee meeting; participate in presentation(s) if applicable and *in camera* or *in absentia* discussion; and cast secret ballot vote if the Subcommittee decision is not unanimous.
- 4.23 Return all information used in addressing the request for reappraisal to the Secretary, Reappraisal Subcommittee immediately following the meeting.

#### RESPONSIBILITIES OF SECRETARY, REAPPRAISAL SUBCOMMITTEE

- 4.24 Communicate with Reappraisal Subcommittee members to establish a time and place for the Reappraisal Subcommittee to meet understanding that the Subcommittee decision must be made within ten working days of receiving notice of Subcommittee structure from Chair, Progress Committee.
- 4.25 Work with the Chair, Progress Committee to prepare required information for Reappraisal Subcommittee members. The required information is as follows:

##### Course/Module & OSCE-Type Examinations

- Student written request for reappraisal including rationale for request
- Original evaluation and answer key if applicable
- Student's original examination script
- A written response to the request from the relevant Course Director/Director, OSCE-Type Examination

##### FITER

- Student written request for reappraisal including rationale for request
  - Student MITER and FITER and other documents from the specific department/rotation including all correspondence that may have contributed to the MITER and FITER, as well as, relevant Departmental Clerkship Committee meeting minutes
  - A written response to the request from the relevant Clerkship Director
- 4.26 Distribute all required information to members of the Reappraisal Subcommittee for review in preparation for the Subcommittee meeting.
  - 4.27 Attend the Reappraisal Subcommittee meeting acting as the recording secretary.

- 4.28 Collect all information Reappraisal Subcommittee members used in making a decision after the decision is made.
- 4.29 Work with the Chair, Progress Committee to prepare communication to the student understanding that the student must receive this communication within five working days of a decision by the Reappraisal Subcommittee.
- 4.30 Place the communication in the student's mailbox.
- 4.31 Confirm via e-mail or telephone communication that the student received the communication.
- 4.32 Distribute a copy of the communication to the student to the Associate Dean, UGME, Associate Dean Student Affairs, UGME, Director, Evaluation, the relevant Course/Clerkship Director, and the student's active file.
- 4.33 Organize all information related to the Request for Reappraisal and communication of Reappraisal Subcommittee decision. Confidentially forward this information to the Max Rady College of Medicine Archives for storage.

#### RESPONSIBILITIES OF THE COURSE LEADER/CLERKSHIP DIRECTOR

- 4.34 Meet with the student in a timely manner, so the student can read the Evaluation script and any related comments.
- 4.35 If the student's request for reappraisal is accepted, prepare a written response to the student request and forward it to the Chair, Progress Committee within five working days of notification to provide the written response.
- 4.36 Accept or decline the invitation to present to the Reappraisal Subcommittee if the student decides to present to the Subcommittee. The response to the invitation must be provided to the Chair, Progress Committee within 2 working days of receipt of the invitation.

#### 5. **REFERENCES**

- 5.1 [UGME Policy & Procedures – Deferred Examination](#)
- 5.2 [UGME Policy & Procedures – Undergraduate Medical Education Student Appeals](#)
- 5.3 [UGME Policy & Procedures – Supplemental Examinations](#)
- 5.4 [UGME Policy & Procedures – Promotion and Failure](#)
- 5.5 [The National Board of Examiners Score Recheck Service](#)

#### 6. **POLICY CONTACT**

Chair, Progress Committee