

Max Rady College of Medicine - UGME Policy

Policy Name:	Supplemental Assessments
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 for students to complete a rewrite of a failed examination that are in accordance with University of Manitoba Final Examination and Final Grades policy and related procedures.

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 short course of study or educational unit, which covers a single topic or a small section of a broad topic 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. 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 it has been defined in the syllabus of each course.
- 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 National Board of Medical Examiners (NBME) – 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.
- 2.8 Objective Structured Clinical Examination (OSCE-type Examination) – 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.

- 2.9 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.
- 2.10 Deferred Examination – An approved delay in writing a summative exam
- 2.11 Supplemental Assessment– an opportunity to rewrite an examination and/or assignments that were failed.
- 2.12 Maximum Allowable Failures - The number of failed Pre-Clerkship modular courses which, if exceeded, result in the immediate failure of a Pre-Clerkship year, and preclude the writing of supplemental examinations. The maximum allowable failures score is based on the sum of the weights (course weights (CW)) assigned to each course. Weightings assigned to each course are based on the amount of contact time spent with students and a breakdown of weightings assigned to each course within the Pre-Clerkship curriculum is included at Annex A. In order to be eligible to write supplemental exams, students cannot exceed nine (9) CW in Year One or ten (10) CW in Year Two.
- 2.13 Remediation - The provision to students on Probationary Status by the Undergraduate Medical Education Faculty of reasonable academic supports, educational resources and protected time for studying and review, and additional clinical exposures as may be deemed appropriate following a Remediation Assessment.
- 2.14 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.
- 2.15 Working day – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

GENERAL

- 3.1 In accordance with the Promotion and Failure Policy, a student is eligible to write supplemental examinations under the following conditions:

PRE-CLERKSHIP

- Failure of any modular courses, up to but not in excess of the Maximum Allowable Failures per year.
- Failure in up to two longitudinal courses.
- Failure of a first supplemental exam in any modular course. For longitudinal courses, students are only permitted to complete single supplemental assessments in up to two such courses.

CLERKSHIP:

- Failure in up to two (2) NBME subject examinations for the same subject.
- Failure in up to four (4) NBME examinations provided there are no more than two (2) failures in the same subject.
- Failure in the CCE
- Failure in any of the assessments that are part of the Population Health or Professionalism courses

- 3.2 Remediation may begin immediately after a course is failed for Cardiovascular One and Respiratory One (concurrent with subsequent course(s) such that supplemental exams for these courses will be completed prior to the commencement of Cardiovascular Two and/or Respiratory Two later in Year One. All other Pre-Clerkship remediation and supplemental exams will be conducted during the summer break period.
- 3.3 Supplemental Assessments will cover material from the entire Course/Module or clinical rotation. The format of all supplemental Assessments , NBME Examinations, OSCE, and CCE will be the same as the original Assessments .Short answer questions and take home assignments may be part of the supplemental assessment plan for each course, up to the percentage in the original course. Course directors, if they wish can request the supplemental assessment to be 100% MCQ. FERs and group assignments will not be permitted in supplemental assessments. The plan for each course must be communicated to the relevant students in advance
- 3.4 All supplemental Assessments will follow requirements established within the Examination Conduct Policy and Invigilation of Examinations Policy.
- 3.5 The schedule for supplemental exams will be determined by the chair of the PSEC or CSEC committee in consultation with the director of remediation.

PRE-CLERKSHIP

- 3.6 Where the schedule permits, all deferred examinations must be completed prior to a student writing one or more Supplemental Examinations.

CLERKSHIP

- 3.7 Where the published Deferred and Supplemental NBME Examination schedule permits, a student will write deferred NBME Examinations prior to any Supplemental NBME Examinations.
- 3.8 A student may write a Supplemental NBME Examination after a failure in that NBME subject examination on a date pre-defined by the Administrator Clerkship Evaluation.
- 3.9 Supplemental CCE Examinations will take place during an elective period within MED IV following Remediation as stated in the Remediation Policy.

4. **PROCEDURES**

PRE-CLERKSHIP

- 4.1 The Administrator, Evaluation Pre-Clerkship and Assistant to Administrators Evaluation will maintain a list of students approved for deferred examinations and will work with Director of Student Assessment the Chair of the relevant Student Evaluation Committee, and Director, Remediation to ensure the deferred examinations are written prior to Supplemental Exams.
- 4.2 At the end of each course and at the end of the academic year, the Administrator, Evaluation Pre-Clerkship and Assistant to Administrators, Evaluation will liaise with the Director of Remediation and Coordinator, OSCE-type Examinations to determine dates for remediation and supplemental Assessments which correspond to established remediation plans.

- 4.3 The Administrator, Evaluation Pre-Clerkship and Assistant to Administrators, Evaluation will provide each student requiring supplemental examination(s) the schedule for remediation and supplemental examination(s) within three (3) working days of the decision. A copy of the Supplemental Examination schedule will also be provided to the Associate Dean Student Affairs, UGME
- 4.4 The Administrator, Evaluation Pre-Clerkship and Assistant to Administrators Evaluations shall communicate the results of supplemental examinations to the affected student(s) within two (2) working days of writing.
- 4.5 The Administrator, Evaluation Pre-Clerkship and Assistant to Administrators, Evaluation will communicate to the Administrator, Enrolment, the Associate Dean, UGME, Associate Dean Student Affairs, UGME, or designate, Administrator, Pre-Clerkship, and in case of MED II students to Administrator, Clerkship within (3) three working days of release of the results a listing of students who wrote the supplemental examination(s) and who:
- Successfully completed the examination(s) and/or,
 - Failed the examination(s);

CLERKSHIP

- 4.6 The Administrator, Evaluation Clerkship will maintain a list of students approved for deferred NBME examinations and will liaise with the Director, Evaluation, the Chair of CSEC, and Director, Remediation to ensure the deferred examinations are written prior to Supplemental Examinations as outlined in the policy statements.
- 4.7 The Administrator, Evaluation Clerkship shall inform a student of his or her eligibility to write a supplemental NBME subject examination in accordance with a pre-defined schedule. A copy of this information shall be provided to the Associate Dean Student Affairs, UGME or designate.
- 4.8 The Administrator, Evaluation Clerkship shall communicate the results of supplemental examinations to the student(s) within two (2) working days of receipt of the results from the NBME.
- 4.9 The Administrator, Evaluation Clerkship shall send a listing of students to the Associate Dean, UGME, Associate Dean Student Affairs, UGME or designate, and Director, Remediation (in case of a second failure in the same subject) who wrote the supplemental examination(s) outlining those who:
- Successfully completed the examination(s) or,
 - Failed the examination(s).
- 4.10 The Assistant to Administrators, Evaluation shall inform students of the date on which to write the supplemental CCE. A copy of this information shall also be sent to the Associate Dean Student Affairs, UGME or designate.
- 4.11 The Assistant to Administrators Evaluation shall communicate the results of supplemental CCE to the student within three weeks.
- 4.12 The Assistant to Administrator, Evaluations shall send a listing to the Administrator, Enrolment Services, Associate Dean, UGME, and Associate Dean Student Affairs, UGME within three (3) working days of release of results to the student. of students who wrote the supplemental CCE and who:
- Successfully completed the CCE or,

- Failed the CCE.

5. **REFERENCES**

- 5.1 UGME Policy and Procedures – Promotion and Failure
- 5.2 UGME Policy and Procedures – Deferred Examinations
- 5.3 UGME Policy and Procedures – Examination Conduct
- 5.4 UGME Policy and Procedures – Invigilation of Examinations
- 5.5 UGME Policy and Procedures – Remediation
- 5.6 UGME Policy and Procedures – Examination Results
- 5.7 UGME Policy and Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program.
- 5.8 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.9 University of Manitoba- Final Examination and Final Grades policy
- 5.10 University of Manitoba- Deferred and Supplemental Examinations procedures
- 5.11 University of Manitoba- Final Examinations procedures
- 5.12 University of Manitoba- Final Grades procedures

6. **POLICY CONTACT**

Director, Evaluations