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|  QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY | Policy/Procedure/Process Name: | Fair and Timely Summative Assessment |
| | MSEC/ADMIN Number: | MSEC-0417-17 |
| | Approving Officer: | Ramsey McGowen, PhD/ MSEC Chair (2017) Ivy Click, EdD/MSEC Chair (2020-) |
| | Agent(s) Responsible for Implementation: | Required course and clerkship - directors; Academic Affairs; Student Affairs |
| Original Approval Date: 4/4/2017 Effective Date(s): 7/21/2020 | Originator Name/Committee: | MSEC Members |
| <input type="checkbox"/> New Policy/Procedure/Process Proposal | <input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process | |
| Revision Date(s): 7/21/2020, Administrative 10/29/21 (change New Innovations to curriculum management system) | LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 9.8 FAIR AND TIMELY SUMMATIVE ASSESSMENT A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six (6) weeks of the end of a course or clerkship. [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below]. | |
| <i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i> | | |
| Administrative Review Date(s): 7/24/2020 | | |

(A.) Policy/Procedure/Process Statement:

Students need fair and timely summative assessment based on their performance in order to monitor their performance, accurately understand their progress, develop study plans and prepare for attaining expected learning outcomes. This policy describes QCOM expectations about the provision of such feedback.

(B.) Purpose of Policy/Procedure/Process:

To ensure appropriate preparation and delivery of all College of Medicine summative assessments that will enable the student to monitor, understand, and respond with the intent of attaining expected learning outcomes. This policy addresses LCME Element 9.8 Fair and Timely Summative Assessment.

(C.) Scope of Policy/Procedure/Process (applies to):

Applies to all required courses and clerkships of the College of Medicine.

(D.) Activities of Policy/Procedure/Process (start to finish):

1. M1/M2 Activities:

Grade reports are due to the Registrar's Office within six (6) weeks of the end of an M1 or M2 course. The registrar notifies Academic Affairs if any course grade reports are delinquent in order for central monitoring to occur.

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2. M3 Activities:

Completed Clerkship Composite Assessment and grades are due into the curriculum management system six (6) weeks after the end of a clerkship period.

The individual faculty assessment form includes the following statement: *All individual faculty assessments should be submitted within two (2) weeks of the conclusion of the clerkship period for inclusion in the summary composite assessment for the clerkship.*

To meet LCME standards, the final Clerkship Director summary composite assessment must be submitted within six (6) weeks of the conclusion of the clerkship.

All student Clerkship Composite Assessments, which contain student grades, are prepared for each clerkship in the curriculum management system. Once completed, students can access their summative clerkship assessment and clerkship grade in the curriculum management system.

To encourage the timeliness of final grades, clerkship directors who have not completed the Clerkship Composite Assessment three (3) weeks after the conclusion of the clerkship are notified and reminded of the six (6)-week due date.

Reports are run in the curriculum management system by Academic Affairs staff following the six (6) week designated period. A summary report notes the date the completed assessments were submitted into the curriculum management system. This summary report is presented during the quarterly clerkship directors' meetings and to the Administrative Council, which includes department chairs and the dean. The department chair for any clerkship that fails to meet the established deadline should meet with the clerkship director and department faculty responsible for completing the individual faculty assessment of student forms, which are the basis for completing each student's composite assessment. This meeting should result in a plan to assure future assessments are reported within six (6) weeks. This plan should be reported on the clerkship director self-study and the plan's effectiveness should be monitored by the clerkship director and the M3/M4 Curriculum Review Subcommittee, which will report it to MSEC. Clerkship grades are also posted in Banner and students are notified by the clerkship coordinator when grades are available.

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| Approved by: Name / Title: Ramsey McGowen, PhD/MSEC Chair Date: 4/4/2017 Name / Title: Ivy Click, EdD/MSEC Chair Date: 7/21/2020 | Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i> |
| Review/Revision Completed by: | Date |
| Office of the Dean | |
| <input checked="" type="checkbox"/> Academic Affairs | 03/29/2017; 7/21/2020; 10/29/2021 |
| <input checked="" type="checkbox"/> Student Affairs | 04/05/2017 |
| Student Promotions Committee | |
| Faculty Advisory Council | |
| Administrative Council | |
| <input checked="" type="checkbox"/> M3/M4 Course Directors | 04/05/2017 |
| <input checked="" type="checkbox"/> M1/M2 Course Directors | 04/05/2017 |
| <input checked="" type="checkbox"/> Medical Student Education Committee | 04/04/2017; 7/21/2020 |

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| Notifications of New or Revised Policy | Method of Notification and Date |
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| Medical Students | |
| All QCOM Faculty | |
| All QCOM Staff | |
| Admissions Office (catalog) | |