



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Fair and Timely Summative Assessment**

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): MSEC-0417-17
Policy Owner (Individual, Department, or Committee/Chair): Ramsey McGowen, PhD / MSEC Chair (2017-2019) Ivy Click, EdD / MSEC Chair (2020-)
Committees, Departments, or Individuals Responsible for Implementation: Required Course and Clerkship Directors, Office of Academic Affairs, and Office of Student Affairs
Original Approval Date and Who Approved by: 4/4/2017 – MSEC
Effective Date(s): 4/4/2017; 7/21/2020; 10/29/2021; 5/23/2024
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): 7/21/2020 – language changed regarding composite assessment grades being due 21 days after the end of the clerkship period to being due six weeks after the end of the clerkship period to align with LCME time period. / MSEC
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): 10/29/2021 – changed New Innovations to curriculum management system.
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): 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 weeks of the end of a course or clerkship.
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review: 5/23/2024
Revisions Made: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No If yes, list revisions made:
Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No

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Policy 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.

Purpose of Policy:

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.

Scope of Policy (applies to):

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

Policy Activities:

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.

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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Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	5/23/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	5/23/2024

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	3/29/2017; 7/21/2020; 10/29/2021; 5/31/2024
<i>Office of Student Affairs</i>	4/5/2017
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	4/4/2017; 7/21/2020
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	4/5/2017
<i>M3/M4 Clerkship/Course Directors</i>	4/5/2017
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024; 5/31/2024
<i>Policy Owner</i>	5/1/2024; 5/31/2024
<i>Admissions Office for Catalog (only new policies)</i>	