

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
ASSESSMENT PERFORMANCE REVIEW

Date of last review: May 2018

Revised: March 2023

Approved by the Curriculum Committee: May 17, 2023

Next Revision: 2027

PURPOSE

Medical students in the Doctor of Medicine Program (MD Program), Schulich School of Medicine & Dentistry, Western University are provided with the opportunity to review and challenge their academic record and assessments. This is done with the understanding that the review is to ensure an accurate and appropriate educational record. Summative assessments of learning are used to benchmark acquisition and application of knowledge as partial fulfilment of a medical school's responsibility to the public and ensuring achievement of competencies required to transition to residency training.

RELEVANT ACCREDITATION ELEMENT

Element 11.6 Student Access to Educational Records

A medical school has policies and procedures in place that permit medical students to review and to challenge their educational records, including the Medical Student Performance Record, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

STATEMENT

- This statement aims to ensure the integrity of the MD Program academic assessments.
- MD Program students will be given an opportunity to review and challenge any Program assessment(s).
- This review will be prioritized in a timely manner after final grades have been accepted by the Competence Committee and posted in the grade book.
- Such reviews will abide by the following processes:

Course Progress Tests and Summative Assessment Review

1. One maximum sixty (60) minute review session will be allowed per progress test or summative assessment.
2. The session will be scheduled during regular workday hours by the UME administrative coordinator at a mutually agreed upon time.

3. Notice must be provided if the review session will be missed and
 - a. A rescheduled assessment review may be subject to a proctoring fee per student.
 - b. Only one alternative assessment review session may be scheduled.
4. During the review session:
 - a. Students are not allowed to take notes or bring in any electronic devices.
 - b. Students will be given an answer key for short answer questions and an alphanumeric response for multiple-choice questions.
 - c. Students' entire test booklet(s) will be provided, along with answer keys for short answer.
 - d. All answer keys and assessment booklets must be returned to staff immediately at the end of the session.
 - e. Secure exam review may be provided if the exam was delivered electronically.
 - f. All assessment materials are at all times confidential and the sole property of the MD Program.

Requests for Additional Course Assessment Review

1. Students must contact the Course Chair to discuss additional questions about course assessments.
2. Any concerns regarding the assessment marking rubric and or results must be directed to the Course Chair.
3. If students request a formal remarking of an assessment, this will be addressed as an appeal under the [Assessment and Appeals](#) statement and will only be considered if there is an adverse decision that affects the academic standing of the student.

Professionalism

1. Staff from the Undergraduate Medical Education office will supervise all assessment review sessions.
2. Students breaching the integrity and confidentiality of any MD Program assessments will be considered to have committed an academic offence under the terms of the Western [Academic Handbook](#) or in violation of the MD Program Statement on Professionalism.

Medical Student Performance Record (MSPR) and Transcripts

1. In the fall of 4th year, the MSPR is completed using an automated process in the MD Program's learning management system.
2. The UME Office will inform the students via email communication once the MSPR is available for review and the deadline for said review.
3. Students are advised via email communication to carefully review their transcript information in Western's "My Student Centre" prior to ordering and paying the applicable fee.
4. Typographic and grammatical errors are to be directed to the UME staff who will make the appropriate corrections.
5. Any concerns relating to the accuracy or appropriateness of preceptor comments during

clerkship rotations and elective experiences must be raised with the relevant faculty and/or course chair.

6. Any inaccuracies in the Transcript can be raised with the UME Office to assist in rectifying when appropriate.