

STATEMENT 1.3.6 – EXAMINATION & ASSESSMENT PERFORMANCE REVIEW
Undergraduate Medical Education

Approved by: Curriculum Committee
Date of original approval: February 21, 2014
Date of last review: May 2018

I. PURPOSE

In supporting student learning during curricular studies in the Doctor of Medicine Program (the Program) or Undergraduate Medical Education (UME) in the Schulich School of Medicine & Dentistry at Western University there is acknowledgment for the value of advancing student competency by reviewing outcomes of summative and formative assessments.

To ensure Program academic assessment integrity, this statement will guide this process.

II. STATEMENT

- a. All students in the Program will be given an opportunity in a centrally managed process to review any Program assessment(s). This review will be prioritized and offered in a timely fashion after the course marks have been posted and accepted through the course and in final summative grades by the Progression and Awards Committee.
- b. Such reviews will follow the principles and practices of:
 - i. **Course Assessment Review**
 1. One sixty (60) minute review session will be scheduled per course assessment.
 2. Extra time will not be permitted
 3. Exceptions will be made for students governed by an accepted individual learning plan where special remediation has been documented and filed in the student's academic record.
 4. The review session will be scheduled during regular work/academic day hours if at all possible.
 5. Students who are unable to attend an assessment review session should notify the Assessment Support Administrator in the Undergraduate Medical Education office at least one day prior to the session.
 - a. Alternate assessment review arrangements will only be made for students who present a valid, documented reason for missing the scheduled review session.
 - b. An assessment review deferral may be subject to a \$75 proctoring fee per student.
 - c. Only one alternate assessment review session will be scheduled per student with an approved deferral of the original review session
 - d. Students are **not** allowed to take personal notes, laptops, Personal Digital Assistants (PDA's), cell phones, course material, textbooks, electronic devices such as smart phones, writing materials, etc. into an assessment review session.
 - e. Calculators will not be provided.
 - f. Students may bring a calculator should they require one.

NOTE: The use of “smart phones” or other electronic devices or PDA’s as a calculator will not be permitted.

- g. Students will be given an answer key for short answer questions.
- h. Students’ entire test booklets will be provided, along with answer keys for short answer and multiple-choice questions.
- i. Assessment statistics and metrics may be available.
- j. Multiple-choice answers will be provided by question number of alphanumeric response only. Students may consult these answer keys alongside their exams.
- k. All answer keys and assessment booklets must be returned to staff immediately at the end of the session.
- l. Secure exam review may be provided if the exam was delivered electronically.
- m. All assessment materials are at all times confidential and the sole property of the Undergraduate Medical Education Program.

ii. Requests for Additional Course Assessment Review

- 1. Students who request to meet with a Course Chair or Coordinator to discuss a course assessment must contact the Course Chair or Coordinator.
- 2. All arrangements for further review should be with and through the Course Chair or Coordinator.
- 3. Any concerns regarding the assessment marking rubric and or results must be directed to the Course Chair or Coordinator.
- 4. In the event that students request a formal remarking of an assessment, this will be addressed as an appeal under the formal Program appeals process.
- 5. If a student would like an assessment to be remarked, they must apply through the Undergraduate Medical Education Office for a formal assessment re-mark. An administrative fee may be charged for formal assessment repeat grading.
 - a. The grade assigned to the re-marked assessment will be final – even if it is lower than the original grade.
 - b. The assessment will be re-graded by an expert who may or may not be one of or the Course Chair or Coordinator(s).

iii. Supervision and Professionalism

- 1. A Proctor or staff from the Undergraduate Medical Education office will supervise all assessment review sessions.
- 2. Students breaching the integrity and confidentiality of any Course or Program assessment component will be assessed by the Associate Dean, Undergraduate Medical Education (AD UME) as having committed an academic offence under the terms of the Academic Calendar of Western University: <http://www.westerncalendar.uwo.ca/> or in violation of the terms of the *Policy on Student Professionalism in Undergraduate Medical Education*.
- 3. Students who do not abide by the regulations outlined above or who exhibit behaviour that is interpreted as breaching professionalism with supervisory staff, will be addressed under the terms of the *Policy on Student Professionalism in Undergraduate Medical Education* or Western University academic offence processes by the AD UME.