

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY

ASSESSMENT COMMITTEE

TERMS OF REFERENCE

Reviewed By Assessment Committee: September 2026

Next Review: September 2025

FUNCTION

The Assessment Committee oversees the establishment and maintenance of a rigorous, integrated assessment program across all four years of the Competency Based Medical Education (CBME) Undergraduate MD Program.

POLICY REFERENCES

- [Assessment and Appeals Policy](#), [Assessment Performance Review](#), [Monitoring Student Performance and Completion of Course Requirements](#), [Narrative Feedback in the Curriculum](#), [OSCE and TOSCE Performance And Review](#), [Student Assessment Feedback and Release of Grades](#), [Statement on Professionalism](#) Undergraduate Medical Education, Schulich School of Medicine & Dentistry

GOVERNANCE

The Assessment Committee reports to the Curriculum Committee

MEMBERSHIP

Voting

- Five (5) faculty members appointed by the Vice Dean, UME, who are familiar with Undergraduate Medical Education
- Program Evaluation and Assessment Specialist
- Assessment Co-ordinator
- One (1) student appointed by the UME office

Non-Voting

- Director, Academy of Educators, ad hoc
- Vice Dean, UME, ad hoc
- Curriculum Development Specialist (Materials & Learning Systems), ad hoc

The faculty members should be from basic sciences and clinical disciplines, from both Windsor and London sites, including at least one course chair.

The Chair shall be appointed by the Vice Dean, UME, from the five faculty members of the Assessment Committee.

Appointments to the Assessment Committee are for two years and are renewable.

The student representative will be excused at the discretion of the Chair when discussion involves specific assessment content.

MEETINGS

The Assessment Committee will meet ten times over the academic year; additional meetings may occur at the call of the chair (or designate) as necessary. Quorum shall be 50% of the voting members of the committee during the academic year and 33% during the summer. Each voting member of the committee will have one vote. The Chair will only vote in the event of a tie.

RESPONSIBILITIES

1. To monitor, review, and revise assessment processes across the MD curriculum to ensure that they are compatible with the demands of the program, profession and current educational practice
2. To ensure the guiding principles of equity, diversity, inclusion, decolonization *and indigeneity* are integrated in all matters involving assessment
3. To ensure assessments are aligned with the program Graduating Competencies and where appropriate, Entrustable Professional Activities (EPAs)
4. To respond to the requirements of the standards and elements pertaining to assessment of the Committee on Accreditation of Canadian Medical Schools (CACMS)
5. To oversee the integration and timing of assessments throughout the MD program
6. To support improved assessment data and availability to those who need it: for learning, for earliest possible identification of struggling learners, for decision-making by the Competence Committee, and for program development
7. To provide leadership, guidance, and support on appropriate assessment methods
8. To prepare reports and provide recommendations on assessment matters to the Curriculum Committee and Vice Dean Undergraduate Medical Education as requested

The Chair and Assessment Committee may consult or call on individuals to participate in time-limited projects as they determine necessary to fulfill these responsibilities.

All members and administrative support personnel are required to protect and keep confidential all Assessment Committee information received, both verbal and written.