

**STATEMENT 3.2.9 – STATEMENT ON SUBMISSION OF CLERKSHIP GRADES**  
**Undergraduate Medical Education**

Approved by:	Clerkship & Electives Committee
Date of original approval:	August, 2013
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**I. PURPOSE**

In accordance with CACMS Element 9.8:

**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 required learning experience of the medical education program. Final grades are available within six weeks after the end of a required learning experience.*

The course MD Program Yer 3 course Clerkship in the Schulich School of Medicine & Dentistry at Western University will ensure timely submission of course grades.

**II. STATEMENT**

As such, the MD Program process for submitting final summative Clerkship assessments to one45 is outlined below.

**1.0 Timelines:**

- **Last (or second last) day** of a Clerkship clinical rotation block: Exit interviews between Rotation Director and clerks; finalization of summative assessment. Discussion of final grade will occur. If the student is at risk to fail the block, this will be communicated to the student at this time.
- **Three weeks from the last day of a clinical rotation block:** Deadline for departments to have summative assessment recorded in one45.
- The **next working day, MONDAY:** Deadline for departments in London to have tracking spreadsheet emailed to Clerkship Coordinator for comparison evaluation. Deadline for departments in Windsor to have tracking spreadsheet emailed to local MD program office and Clerkship Coordinator for comparison evaluation.
- Failures will be discussed by the Clerkship and Electives Committee within two (2) weeks of notification of the failure. The result of that meeting and next steps will be relayed to the student immediately in written text by the Rotation Director. The Associate Dean UME and Assistant Dean (Undergraduate) LEW will be advised of results.