STATEMENT 1.3.8 – Statement on Student Assessment Feedback and Release of Grades
Undergraduate Medical Education

Approved by: Curriculum Committee
Date of original approval: April 2014
Date of last review: May 2018
Related Statements: 1.3.6 – Examination & Assessment Performance Review
1.3.10 – Special Examinations & Assessments
3.3.1 – Assessment of Student Learning in UME

I. PURPOSE

The expectation of the Doctor of Medicine Program (the Program) or Undergraduate Medical Education (UME) in the Schulich School of Medicine & Dentistry at Western University is that each student will pass all required assessments in every course.

The principle of students achieving competence in required curricular knowledge and/or skills may require access to learning support and remediation in the event of not passing an assessment. The Program will move to meet this goal by providing timely learner assessment feedback and release of grades.

The purpose of this statement is to outline for Program students, Course Chair(s), Course Director(s) and Faculty the expectations for timely student assessment feedback and release of grades.

II. STATEMENT

In all assessments across each Program course the following will apply:

a. Student assessment feedback and grades must be released to students within three (3) weeks from the date the assessment was completed. Earlier release is encouraged.
   i. It is the responsibility of the Course Chair(s) or Course Director(s) to ensure student assessment feedback and release of grades takes place within the three (3) week time frame.
   1. Student Assessment
      1.1 Individual assessment component marks (e.g. examination results) will be given a numerical mark. Students can access individual assessment component marks through the course Gradebook on Western University’s learning management system OWL (https://owl.uwo.ca/portal)
      1.1.1 Individual assessment component marks will not appear on transcripts or other documentation provided by UME to external individuals or institutions.

1.2 Final Grades will be recorded on transcripts as Pass/Fail
   1.2.1 Pass: 60% or above (unless otherwise outlined in the course or rotation)
   1.2.2 Fail: 59% or below
   1.2.3 Students can access Final Grades through the Grades link on Western University’s Student Center (https://student.uwo.ca/)
   1.2.4 Students must pass all course work, assignments and examinations of each course or rotation in the year as defined by the Course Chair(s) or Course
Director(s). Students who achieve a borderline or failing grade in a specific assessment will be brought to the attention of Undergraduate Medical Education (UME) and Learner, Equity and Wellness (LEW). Course supports for counselling and remediation will be provided as per the policy outlined in the statement on Academic Challenges, Remediation & Appeals.

b. An individual student’s assessment feedback or grades may be delayed in exceptional circumstances at the discretion of the Associate Dean UME outside of the timeframe indicated above. In these situations, the release of student assessment feedback or grades must not be delayed for the entire class. The reason for the delay will be relayed in writing to the student.

c. Course Chair(s) or Course Director(s) who fail to meet the three week timeframe will be brought to the attention of the Associate Dean, UME.