QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	**Policy/Procedure/Process Name:**	Comparability of Education/Assessment
	MSEC/ADMIN Number:	MSEC-1018-24
	Approving Officer:	Ramsey McGowen, MSEC Chair
	Agent(s)Responsible for Implementation:	Course and Clerkship Directors
Original MSEC Approval Date: 10/16/18 **Effective Date(s):** 10/16/18	**Originator Name/Committee:**	Cathy Peeples, Academic Affairs
☒ **New Policy/Procedure/Process**	☐ **Revision of Existing Policy/Procedure/Process**	
Revision Date(s): 3/19/2019 College of Medicine Grade System effective 2019-2020	**LCME Required Policy/Procedure/Process:** Yes ☒ No ☐ **LCME Element(s) Number and Description:** 8.7 Comparability of Education/Assessment A medical school ensures that the medical curriculum includes comparable educational experiences and equivalent methods of assessment across all locations within a given course and clerkship to ensure that all medical students achieve the same medical education program objectives.	
Exemption(s) to Policy through MSEC Action (date of meeting):		
All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.		

(A.) Purpose of Policy:

To ensure comparable educational and assessment methods within each course and M3 clerkship for all students. Standardizing how learners are assessed and how grades are determined is key in ensuring comparability.

(B.) **Policy:**

It is the responsibility of course and clerkship directors to ensure that students have comparable educational experiences across the course or clerkship.

During the pre-clerkship curriculum courses, when students are assigned to clinical sites, all sites are to use comparable student assessment methods, grade allocation, and grading scale.

During the clerkships, when students are assigned to clinical sites, all sites are to use comparable student assessment methods, grade allocation, and grading scale.

For all courses and clerkships, methods of assessment, grade allocation, and grading scale are to be described in the syllabus which is to be available to students at the beginning of the course/clerkship.

(C.) <u>Scope</u> of Policy:

All courses and clerkships where students are assigned to different locations or educational experiences.

(D.) <u>Activities</u> of Policy:

Each preceptor who is assigned to work with a student is to complete the same Quillen developed competency based student assessment form which is utilized in calcuating the faculty/preceptor observation score for each student. Family Medicine, Internal Medicine, Psychiatry and Surgery clerkships assign students to different clinical sites for portions of the clerkship.

Faculty assessment forms for individual clerkship periods are collated into a final composite student assessment form provided to the student. This form includes the competency based assessment criteria, faculty/preceptor score, and the individual graded components which comprise a portion of the final clerkship score. The remaining portion of the final grade is determined by a final exam for each clerkship. The NBME end of clerkship exam is the one most commonly utilized. The Pass/Fail grade system utilized for the M3 clerkships is identified in full in the College of Medicine Grade System Policy effective with the 2019-2020 academic year.

The common competency based student assessment form is developed by the Office of Academic Affairs in conjunction with the Clerkship Directors and presented to the Medical Student Education Committee (curriculum committee) for review. Once approved, New Innovations is utilized for the form formating and electronic distriubtion to faculty/preceptors. When the student assesment forms are completed for an individual student, the responses are collated in NI by the clerkship coordinator who then adds scores for the individualized graded components of the clerkship. The prepared final composite forms are forwarded to the Clerkship Director to review before releasing to students in New Innovations. Final clerkship letter and numeric grades are recorded by the clerkship coordinator in the Banner system for utilization by the Registrar's Ofiice in calculation of class rank and other reports.

Approved by: **Name / Title:** Ramsey McGowen, MSEC Chair	**Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):** *(List only if a name change is involved)*
Review/Revision Completed by:	**Date**
☒ Office of the Dean	October 2018; March 19, 2019
☒ Academic Affairs	September 2018; March 19, 2019
☒ Student Affairs / Register Office	October 2018; March 19, 2019
☒ Medical Student Education Committee	October 16, 2018; March 19, 2019
☐ Student Promotions Committee	
☐ Faculty Advisory Council	
☐ Administrative Council	
☒ M3/M4 Clerkship/Course Directors	October 2, 2018; March 19, 2019
☒ M1/M2 Course Directors	October 2018; March 19, 2019
☐ Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
☒ Medical Students	October 2018; March 19, 2019
☒ All QCOM Faculty	October 2018; March 19, 2019
☐ All QCOM Staff	
☒ Admissions Office (catalog)	October 2018; March 19, 2019