A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six (6) weeks of the end of a course or clerkship.

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All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.

(A.) Policy/Procedure/Process Statement:
Students need fair and timely summative assessment based on their performance in order to monitor their performance, accurately understand their progress, develop study plans and prepare for attaining expected learning outcomes. This policy addresses expectations about the provision of such feedback and addresses LCME Element 9.8 Fair and Timely Summative Assessment.

(B). Purpose of Policy/Procedure/Process:
To ensure appropriate preparation and delivery of all College of Medicine summative assessments that will enable the student to monitor, understand and respond with the intent of attaining expected learning outcomes. This policy addresses LCME Element 9.8 Fair and Timely Summative Assessment.

(C.) Scope of Policy/Procedure/Process (applies to):
Applies to all required courses and clerkships of the College of Medicine.

(D.) Activities of Policy/Procedure/Process (start to finish):
1. M1/M2 Activities:
Grade reports are due to the Registrar’s Office within six (6) weeks of the end of an M1 or M2 course. The registrar notifies Academic Affairs if any course grade reports are delinquent in order for central monitoring to occur.

2. M3 Activities:
Completed Clerkship Composite Assessment and grades are due in New Innovations twenty-one (21) days after the end of a clerkship period. The individual faculty assessment form includes the following statement: **All individual faculty assessments must be submitted within two (2) weeks of the conclusion of the clerkship period for inclusion in the summary composite assessment for the clerkship.** To meet LCME standards, our goal is for the final clerkship Director summary composite assessment to be submitted within three (3) weeks of the conclusion of the clerkship.

All student Clerkship Composite Assessments, which contain student grades, are prepared for each clerkship in New Innovations. Once completed students can access their summative clerkship assessment and clerkship grade in New Innovations. Reports are run in New Innovations by Academic Affairs staff following the twenty-one (21) day designated period. A summary report is prepared which notes the date the completed assessments were submitted in New Innovations. This summary report is presented during the quarterly Clerkship Directors meetings and presented to the Administrative Council which includes department Chairs and the Dean. If any clerkship consistently fails to meet the established deadline the department chair is requested to follow up with the clerkship director and department faculty responsible for completing the individual faculty assessment of student forms which are the basis for completing each student’s composite assessment. Clerkship grades are also posted in Banner and students are notified by the clerkship coordinator when grades are available.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Procedure/Process Superseded by this Policy/Procedure/Process (insert policy/procedure/process name and number):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Ramsey McGowen, PhD, MSEC Chair</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
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<tr>
<td>Title:</td>
<td>[Comments]</td>
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</tbody>
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Review/Revision Completed by: Date

- [ ] Office of the Dean
- [ ] Academic Affairs 03/29/2017
- [x] Student Affairs 04/05/2017
- [ ] Student Promotions Committee
- [ ] Faculty Advisory Council
- [ ] Administrative Council
- [x] M3/M4 Course Directors 04/05/2017
- [x] M1/M2 Course Directors 04/05/2017
- [x] Medical Student Education Committee 04/04/2017