

## Assessment & Rewrite Policy

<b>Office of Accountability:</b>	Dean, Faculty of Medicine & Dentistry
<b>Office of Administrative Responsibility:</b>	MD Program
<b>Approver:</b>	MD Curriculum and Program Committee
<b>Scope:</b>	Compliance with this policy extends to all members of the MD Program.

### **Overview**

Students in all years of the MD Program will be offered two attempts to achieve a passing grade on each mandatory assessment component throughout the program. The second attempt to achieve a passing grade may mean that students are given the same type of assessment (e.g. exam, quiz, etc.) to write; but it could also comprise a remedial assignment or some other means of assessing a student's knowledge. Those details are determined by the course or clerkship coordinator.

### **Purpose**

The purpose of this policy is to provide students and faculty with guidance around the assessment rewrite process. Students in all years of the MD program will be offered two attempts to achieve a passing grade on each mandatory assessment component.

### **Policy**

Students in all years of the MD program will have two attempts to achieve a passing grade on each mandatory assessment component of a course or clerkship (as outlined in the course / clerkship outline), throughout the program. This does not apply if a student misses an assessment for an unexcused absence or is found guilty of academic misconduct. The format for the second attempt is at the discretion of the course or clerkship (component) coordinator. Students should expect that the second assessment may not be identical to the first; however, it will cover the same overarching set of objectives as on the first assessment(s).

Failure after a first attempt does not appear on a student's transcript. After the first failure, a meeting between the student and the course or clerkship coordinator is required to review performance, and discuss details for a second attempt or other assignment.



Following an initial failure of a major course examination, students are also expected to meet with the Assistant Dean, Academic Affairs and/or the Director of Learning Support to review academic performance and collaboratively identify what additional help may be required to help the student move successfully through the program.

Students who are noted to be consistently just above the passing grade for multiple major assessments will be recommended to meet with the Assistant Dean, Academic Affairs and/or the Director of Learning Support to review academic performance and collaboratively identify what additional help may be required to help the student move successfully through the program.

If a student fails the second attempt, they will be considered to have failed the course or clerkship rotation (component) and will again be asked to meet with the course or clerkship coordinator to discuss remediation.

The timing of second assessments will depend on the student's readiness as determined by the course/clerkship coordinator. Students who have failed a mandatory assessment component or course (i.e. failed the second attempt) should not make any plans to travel for electives or vacation until the timing and format of remediation has been determined and the course has been successfully completed.

For year 1, students who require second attempts at the final examination component (combined written and anatomy subcomponents) in two or more of the following courses will be recommended to repeat the year at the Academic Standings Committee: Endocrine (MED 513), Cardiovascular System (MED 515), Pulmonary System (MED 512), or Renal System (MED 519)

For year 2, students who require second attempts at the final examination component (combined written and anatomy subcomponents) in three or more of the following courses will be recommended to repeat the year at the Academic Standings Committee: Gastroenterology and Nutrition (MED 521), Reproductive Medicine and Urology (MED 522), Musculoskeletal System (MED 523), Psychiatry (MED 529), Neurosciences and Organs of Special Senses (MED 524), or Oncology (MED 525)

For year 3, students go through a rotation-based schedule or the longitudinal Integrated Community Clerkship (ICC). Assessments in both streams include clerkship coordinator or preceptor assessments, OSCE examinations, and written/MCQ examinations. Multiple failures of components of assessments over the year will be discussed at the Academic Standings Committee.

For year 4, students go through a rotation-based schedule. Assessments include clerkship coordinator or preceptor assessments, OSCE examinations, and written/MCQ examinations. Multiple failures of components of assessments over the year will be discussed at the Academic Standings Committee.

Students who have failed a course (after having failed the second attempt at a mandatory assessment) or clerkship rotation (component) will be discussed at the Academic Standings Committee (ASC). Students who have required multiple second assessments in multiple courses or clerkships will also be discussed to ensure that they are receiving adequate support and to determine if the concerns in multiple clerkships warrant a recommendation of repeating the year. The format and timing of subsequent remediation will be determined on a case-by-case basis with consideration of factors affecting performance. Students will be notified of recommendations from ASC and will have an opportunity to appeal to Faculty Academic Standing and Promotion Committee (FASPC) if they contest the recommendation.

Recommendations for remediation made by the Academic Standing Committee have to be approved by the Faculty Academic Standing and Promotion Committee. Typically these committees meet 1-3 weeks after the academic year concludes, and the FASPC may direct the student to complete the remediation within a specified time frame. Travel plans and electives will not take precedence over completion of outstanding coursework in order to offer the students the best opportunity to complete the outstanding work without disruption to further progression through their training.

### **Pre-Clerkship**

Students in years 1 and 2 of the MD Program have up to and including the last business day prior to the next academic year to complete outstanding coursework.

The Assessment committee identified best practices in terms of students being allowed to rewrite mandatory assessments or examinations. The committee wants to ensure that the process is pedagogically sound and that students are well prepared to proceed and succeed in the program and when possible, not be delayed in starting a new year of courses or electives. The committee wants to make sure the policy is fair and consistent.

There will be set rewrite dates (for final exams), 1 after Reading Week and 1 in the summer, except in circumstances agreed upon by the course coordinator and the Associate Dean of the MD Program or if there is a documented remediation plan as determined by a previous Academic Standings Committee.

### **Clerkship**

A repeat exam completed within a clerkship (up to and including the final exam) is considered the first attempt; a student will be allowed to rewrite the assessment. If the student passes, there will be no indication of this repeat assessment on their transcript/academic record.

- In some clerkship rotations (e.g. Pediatrics & Internal Medicine), students may write the final exam prior to the end of the rotation. If they pass this early writing of the exam, it is considered summative; however, if a student fails the early writing, it is considered formative and NOT considered a first attempt. A student can then write the final exam at the end of the rotation and this will be considered the first attempt of the summative assessment.
- If a student fails the second attempt, they will have failed the clerkship rotation and their performance will be discussed by the Academic Standing Committee which meets at the end of the academic year.

Failure of the performance assessment component (e.g. OSCE or workplace) of clerkship:

- Students may be required to repeat some or all of a clerkship rotation if they fail the clinical component. The timing of this remedial work will occur during selective/elective time/unscheduled time to minimize disruption to core rotations. This may be permitted during the current academic year, if elective time is available.
- Students are required to complete all of year 3 before starting (core) year 4 rotations so their year 4 schedule will be adjusted to ensure completion of mandatory year 3 activities.
- Students who have failed a clerkship rotation should not make any plans to travel for electives or vacation until the timing and format of remediation has been determined and the clerkship rotation has been successfully completed.

### **Definitions**

Mandatory Assessment Component	A component that is outlined in a course outline that is required to pass to pass the course. This can be a group of assessments (e.g. quiz component) or a single assessment (final exam, final OSCE, etc...).
Incomplete	The status a student is given after being unsuccessful on the first attempt of a mandatory assessment component.
Failure	The status a student is given after being unsuccessful on the second attempt of a mandatory assessment component OR if they



	are unable to complete the second attempt prior to the start of the next academic year
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## **RELATED LINKS**

No related links for this policy.

## **APPROVAL HISTORY**

<b>APPROVER</b>	<b>STATUS</b>	<b>DATE</b>
MD Curriculum & Program Committee (MDCPC)	Approved	25 June, 2020
MD Curriculum & Program Committee (MDCPC)	Approved	17 March 2022
MD Curriculum & Program Committee (MDCPC)	Approved Editorial changes and clarification of language and process.	21 March 2024