

Policy for the Timely Release of Student Marks

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

Purpose

To ensure the MD Program meets or exceeds the **Committee on Accreditation of Canadian Medical Schools (CACMS)** element 9.8 - Fair and Timely Summative Assessment, which states: "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."

Policy

This policy applies to all required learning experiences, defined as any educational unit (e.g., course, clerkship rotation or longitudinal integrated clerkship) that is required of a student in order to complete the medical education program. These educational units are usually associated with a university course code and appear on the student's transcript.

For all required learning experiences, **each student assessment component** (assessment forms, quiz or examination results, etc.) must be released to the students *within four weeks* of the completion of the activity being assessed. Earlier release of assessment components is encouraged and some course coordinators may choose to require this of instructors in their course. Individual adherence to this deadline is to be monitored by the course/clerkship coordinator. Regardless of whether the course/clerkship coordinator elects to delegate this task to an administrative assistant, the overall responsibility for compliance remains with the course/clerkship coordinator.

The **final grade** in each course is to be recorded within the appropriate student information system(s), as determined by the MD Program, and must be made available to students *no later than six weeks* following the last day of the required learning

experience. **Release of final grades within 3 weeks of the final day of the required learning experience is strongly encouraged.** The course/clerkship coordinator is responsible for compliance with this standard.

In exceptional circumstances, an individual student's assessments and/or final course grade may be delayed; in this situation, the student must be notified of the reasons for delay. Under no circumstances should the release of assessments or grades to an entire class or group of students be delayed beyond the timeframes named above.

Students should be advised of sub-standard performance as soon as this information is available, in advance of the deadlines noted above where possible.

Course and clerkship coordinators who persistently fail to meet the six-week assessment and/or final grade deadline will be brought to the attention of their Department Chair and/or the Associate Dean, MD Program by the Program Evaluation Unit.

Note: The Winter Break period when the University of Alberta is closed does not count towards the six week timeline for the release of assessments and final course grades as described above.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS) ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.
Required Learning Experience	An educational unit (e.g., course, block, clerkship rotation or longitudinal integrated clerkship) that is required of a student in order to complete the medical education program. These educational units are usually associated with a university course code and appear on the student's transcript. Required learning experiences are in contradistinction to electives, which are learning experiences of the student's choosing.
Assessment	Any method of obtaining information from tests and other sources, used to draw inferences about an individual for the



	purpose of helping them improve (formative) or determining passing a stage of training (summative).
Summative Assessment	Assessment at the end of course to determine passing or failing that course

RELATED LINKS

No related links for this policy.

APPROVAL HISTORY

APPROVER	STATUS	DATE
MDCPC	Approved	19 October 2023