

Adhering to SoM Requirements for Fair and Timely Grade Assignment

Instructions for Clerkship Directors and Coordinators

Approval dates: Curriculum and Educational Policy Committee August 15, 2024

Background: LCME Element 9.8 states that: “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 weeks of the end of a course or clerkship”. The LCME requirement states that grades must be available within 6 weeks of the end of a clerkship.

In order to meet this timeline, the SoM, through deliberations by the Clinical Education Operations Committee and as approved by the Curriculum and Educational Policy Committee, has established a set of procedural expectations to ensure timely completion of grading.

Procedures: The final grade in clinical clerkships are determined based on three major components, namely clinical assessment of student performance by attending physicians and residents, an internally generated examination that includes a standardized patient-based Objective Standardized Clinical Examination and a clerkship-specific assessment (named the Clerkship Clinical Examination (CCE)), and a subject-specific multiple-choice examination from the National Board of Medical Examiners. The timeline for completion of each grading component is as follows:

1. NBME Subject Examination: This examination is taken on the last Friday of each 8-week clerkship period. Scores are available from the NBME within 24-48 hours and are collated by the Office of Academic Affairs. Score reports are distributed by the Office of Academic Affairs to each clerkship director and coordinator and are entered into the grading system on MedHub.

All NBME grades for students who take the exam on schedule will be complete by 5:00pm on the first Wednesday after completion of each clerkship. The only exceptions would be due to scoring audits, which are occasionally performed by the NBME.

2. Clerkship Clinical Examinations (previously referred to as OSCE): Clerkship Clinical Examinations (CCE) consist of two components an SP-based OSCE and a second clerkship-specific assessment.

a. Standardized patient based clinical examinations (SP-OSCEs): These examinations occur in the last week of the clerkship period. SP-OSCE grading is divided into two sections, a communications component completed by the Standardized Patient and an evaluation of the patient note, which is completed by two independent graders (usually the clerkship directors). The patient notes are distributed to the graders within 24 hours of completion

of the standardized patient encounter and graders are expected to complete grading (in Examsoft) within 6 days of receipt of patient notes. Clerkship coordinators enter SP grades into Examsoft within 48 hours of receipt of responses.

Clerkship	Day of CCE	Grades due
Family Medicine	Wednesday, Week 8	Friday of next week
Internal Medicine	Wednesday, Week 8	Friday of next week
Obstetrics & Gynecology	Tuesday, Week 8	Thursday of next week
Pediatrics	Monday, Week 8	Wednesday of next week
Psychiatry	Monday, Week 8	Wednesday of next week
Surgery	Tuesday, Week 8	Thursday of next week

b. Clerkship-specific Examinations: These examinations occur prior to the end-of-clerkship NBME and are designed to meet clerkship-specific learning objectives. Grading of these components must be completed within one week of the completion of a clerkship period.

Once all clerkship clinical examination grades for a clerkship have been completed, the grades are reviewed by the Office of Academic Affairs for accuracy and consistency. Once grades have been approved by the Office of Academic Affairs, they are distributed to clerkship directors and coordinators, released to students and entered into the grading system on MedHub.

3. Clinical Assessments: Attending physicians and residents are assigned grading tasks on a continuous basis throughout each clerkship period and are expected to complete clinical assessment forms in a timely manner. All clinical assessment forms must be completed by 4:00pm on the Friday following last day of the clerkship period (in essence, this corresponds to two weeks following the final clinical rotation assignments). Clerkship coordinators are responsible for assigning clinical assessments to faculty and residents, and for monitoring completion of these assignments. Final calculation of clinical assessment scores is performed by the Office of Academic Affairs on the subsequent Monday and entered into the grading system on MedHub.

Generation of Final Grades

Once all three component scores have been determined in the Office of Academic Affairs, a final numerical score is calculated and distributed to Clerkship Directors for review. Clerkship Directors confer with their Clerkship Coordinators to ensure that each student has met all clerkship requirements (such as required clinical encounters, observed History and Physical Examinations, etc.), and that the student has met expectations for professional behavior. Once this review is complete, the Clerkship Director confirms that the student has/has not earned the calculated final grade and the final grade is entered into MedHub and Banner. The Clerkship Director is also responsible for composing the narrative component of the grade report. Final grades must be available within six weeks following the end of the clerkship and are generally available much sooner. Clerkship Directors and Coordinators receive frequent reminders of these expectations.