

## Adhering to SoM Requirements for Fair and Timely Grade Assignment

### Instructions for Clerkship Directors and Coordinators

Approved: CEOC – September 7, 2018

**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”. Although the LCME requirement states that grades must be available in 6 weeks of the end of a clerkship, the SoM in [SOMOP 30.01: Grading Policy](#) states that: “The Clerkship Director in each department is responsible for ensuring that grades are assigned in a timely manner. Grades should be submitted to the Office of Student Affairs within twenty-one (21) days of the completion of the rotation.”

In order to meet this shorter timeline, the SoM, through deliberations by the Clinical Education Operations Committee and as approved by the 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, a standardized patient-based Objective Standardized Clinical Examination 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 automatically populated into the final grading form for each student.

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. OSCE:** All OSCEs are held in the last two weeks of the clerkship period, with the majority occurring in week 8. OSCE grading is divided into two sections, a communications component performed 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 OSCE and graders are expected to complete

grading (in Examssoft) within 6 days of receipt of patient notes. Clerkship coordinators enter SP grades into Examssoft within 48 hours of receipt of responses.

Clerkship	Day of OSCE	Grades due
Family Medicine	Wednesday, Week 8	Wednesday of next week
Internal Medicine	Wednesday, Week 8	Wednesday of next week
Obstetrics & Gynecology	Tuesday, Week 8	Thursday of next week
Pediatrics	Monday, Week 8	Monday of next week
Psychiatry	Friday, Week 7	Tuesday of next week
Surgery	Tuesday, Week 8	Tuesday of next week

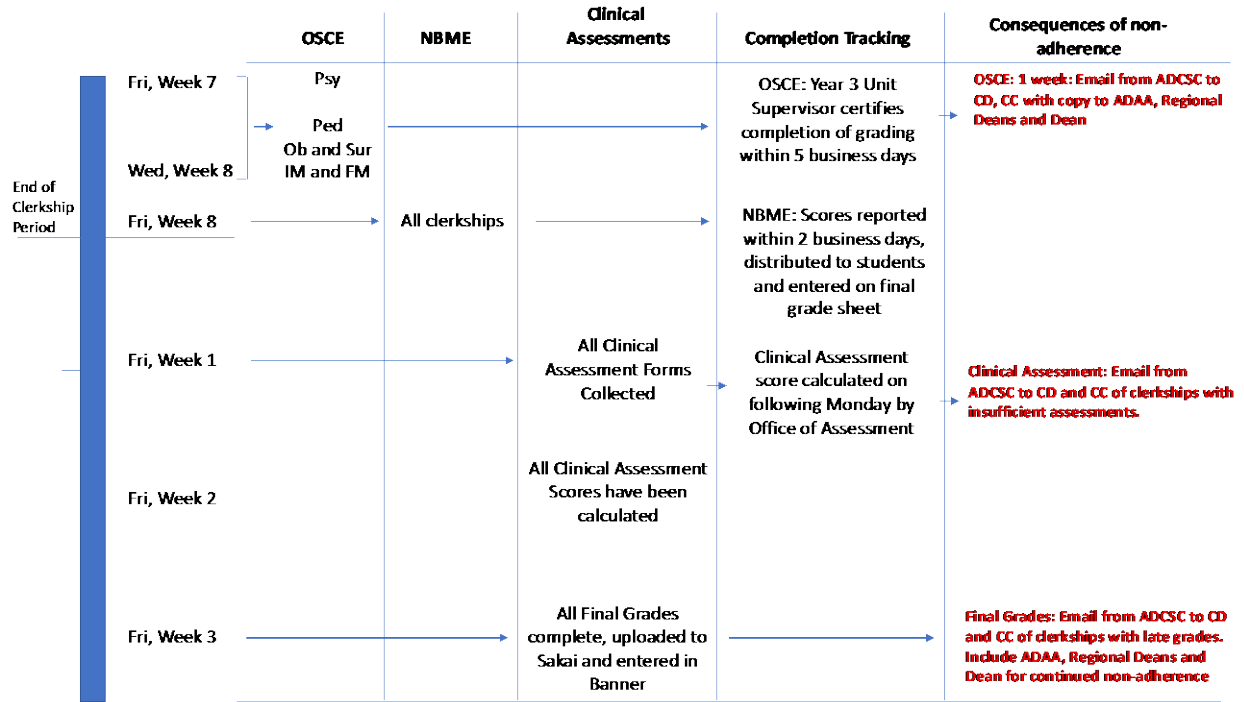
Once all OSCE grades for a clerkship have been completed, the grades are reviewed by the Office of Assessment for accuracy and consistency. Once grades have been approved by the Office of Assessment, they are distributed to clerkship directors and coordinators, released to students on Examssoft and automatically populated into each student’s final grade report.

**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 5:00pm on the Friday following completion of the clerkship (in essence, this corresponds to two weeks follows the final clinical rotation assignments). Clerkship coordinators are responsible for grading assignments and for monitoring completion of these assignments. Final scoring for clinical assessments is performed by the Office of Assessment on the subsequent Monday and entered into student grade sheets.

### Generation of Final Grade Sheets

Once all three component scores have been entered into student grade sheets, the grade sheets are distributed to Clerkship Directors and Clerkship Coordinators. This process is completed by 5:00pm on the Wednesday of the second week following completion of the clerkship. Clerkship Directors and Coordinators are responsible for documenting completion of clerkship expectations (such as required clinical encounters, meeting professionalism expectations, etc.), documenting any absences, and for entering the narrative assessment for each student. Final grade sheets must be completed (including the Clerkship Director signature) and uploaded into Sakai by 5:00pm on the Friday of the third week following the end of the clerkship. Clerkship Directors and Coordinators will receive frequent reminders of these expectations as depicted in the diagram below.

## Element 9.8 Fair and Timely Grading Timeline



Key: CD: Clerkship Director, CC: Clerkship Coordinator, ADCSC: Assistant Dean for Clinical Science Curriculum, ADAA: Associate Dean for Academic Affairs