POLICY NAME:  Scheduling of Assessments and Examinations in Years 1 and 2

Responsible Party:  Office of Medical Education

Applies to:  Faculty  Students  Residents  Staff  Administration

Approval Date:  8/22/2016, Curriculum Committee

Policy

POLICY:

1. The timing and number of assessments for all courses is regulated by the Curriculum Committee.

2. All assessments will be listed in the course syllabus at the beginning of each course. The frequency of assessments must be sufficient such that faculty and students have a sense of progress towards the required outcomes.

PROCEDURES:

Management of examinations

Management of examinations and assessments for year 1 and 2 courses (Foundational Sciences, Organ Systems, and Longitudinal) will be handled by the Office of Medical Education. The processes managed include but are not limited to timing of the examinations, security, proctoring, item challenge sessions, and review by faculty with the students.

Non-Longitudinal Courses:

i. For courses that are six weeks in length or longer, there shall be two (2) mandatory summative assessments or examinations evaluating student learning for the course. These examinations will be held at or near the midpoint and at end of each non-longitudinal course of six weeks or greater. The Foundational Sciences of Medicine course will include a summative exam every four weeks.
ii. For courses that are shorter than six weeks, there shall be no mid-term exam and one (1) mandatory summative assessment or examination at the end of the course.

Midcourse examinations

a. All courses which are required to have a midcourse exam will schedule the examination approximately half-way through the course on a Monday.
b. Timing of examinations will be made available through the learning management system and student intranet.
c. When Monday is a holiday, the exam may occur on either the next day (Tuesday) or the following week on Monday during regularly scheduled class time.
d. On the day of the exam, no instructional activity will be scheduled.

End of course examinations

a. End of course exams, including lab-based exams, will occur during CARES week on Monday.
b. Timing of examinations will be made available through the learning management system and student intranet.
c. When Monday is a holiday, the exam will occur on the next day (Tuesday).

Other assessments contributing to the final grade

Time and resources allocated to performance-based or oral examinations will be scheduled in consultation with the Year 1 and 2 Director, Course Co-directors and the Office of Medical Education.

Longitudinal Courses:

i. Examinations for the longitudinal courses will be developed and scheduled in consultation with the Year 1 and 2 Director, Course Co-Directors, and the Office of Medical Education. These examinations may not conflict with other scheduled curriculum in the non-longitudinal courses.
The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

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<th>Revision history</th>
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<tbody>
<tr>
<td>5/21/2014</td>
<td>Initial approval, Curriculum Committee</td>
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<tr>
<td>8/22/2016</td>
<td>Revised, Curriculum Committee</td>
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Date: 2016.08.22 16:33:01 -04'00'

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