POLICY NAME: Year 1 and 2 Summative Examination Development

Responsible Party: Office of Medical Education

Applies To CMED: ☒ Faculty ☐ Students ☐ Residents ☐ Staff ☐ Administration

Approval Date: 1/20/2016 Curriculum Committee – reviewed July 26, 2016

☑ Policy ☐ Procedure

POLICY

Year 1 and Year 2 summative examinations must be developed under the leadership of the course co-directors in collaboration with course faculty.

PROCEDURES

Summative Assessments

1. The Office of Medical Education (OME) Coordinator/Programmatic Evaluation & Assessment or their OME-appointed surrogate creates, based on a faculty approved process, a content breakdown for each course to include each course session and the number of questions required per session. This breakdown is circulated to course Co-Directors and course Faculty 10 working days before the course begins.

2. CMED Faculty are assigned to submit a specific number of questions based on the number and format of student contact hours across which students are being assessed.

3. Examinations are developed with a goal of having at least 50% of the examination items being derived from the NBME Customized Assessment Services question bank. If the number of relevant and appropriate questions available in the NBME question bank do not allow faculty to achieve this 50% goal, then College of Medicine Faculty-written questions will compensate for the deficit.
4. Each question, NBME or Faculty-written, must be mapped to one or more relevant specific Student Learning Objective (SLO) assigned to the specific session for which the student is being assessed on the examination.

5. Course Faculty meet individually with the Coordinator/Programmatic Evaluation & Assessment or their OME-appointed surrogate to review and select suitable questions from the NBME question bank. All questions selected by 8 working days prior to exam.

6. The OME constructs the examination using the Faculty-selected NBME and College of Medicine Faculty-written items.

7. Course Directors work with the Coordinator of Programmatic Evaluation & Assessment and course faculty as required to review the quality and appropriateness of College of Medicine-written and NBME examination items five days prior to the exam.

8. Course directors have final approval of examination items.

9. Following student completion the examination, OME meets with the Course Directors and Faculty to review examination statistics and individual item and student performance within 4 working days of the exam.

10. Course directors have final approval of individual student grades.

11. In the event that one of the course directors is not available to either assist in developing or reviewing examination results, the remaining course director can assume full responsibility for the development and review of the examination.

CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.