
POLICY NAME: Formative Assessment and Feedback

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 1/27/2021 Curriculum Committee

Policy Procedure

POLICY:

Although there may be variation across courses/clerkships in terms of implementation, it is required that formative assessment and feedback be provided to each student during the progression of each pre-clerkship course and on or near the midpoint of each required clinical clerkship hospital rotation and the Comprehensive Community Clerkship (CCC).

DEFINITIONS:

Formative Assessments: consists of a variety of formal and informal assessments used by the instructors to improve student performance. These assessments are low stakes (i.e., do not count for a significant portion of the grade). Formative assessments can guide the faculty to improve their teaching and guide the students in identifying their strengths and weaknesses and targeting areas that need work.

Formative Feedback: helpful information (narrative or verbal) provided to the student to address gaps in knowledge and areas of improvement in attitudes and skills that will improve his/her performance.

PROCEDURES:

1. Identify the formative feedback method appropriate to the Year 1 and 2 course.
2. Provide students in Years 1 and 2 with information (i.e., quizzes, practice tests, faculty feedback, or practice items) that can be used to guide their progress in the course.
3. Students in small group settings must receive individualized narrative formative feedback from the faculty facilitators.
4. Narrative feedback must be provided to all students at, or near, the midpoint, and at the end of all Year 3 and 4 required clerkships. Although an individual clerkship may

develop a different approach in delivering the formative feedback, the same process must occur at all sites within that clerkship.

5. Feedback should be structured using the College of Medicine faculty development guidelines and provide specific actions for improvement.
6. Courses and clerkships will be monitored through end-of-course/clerkship evaluations to ensure consistent compliance with this policy.
7. The Year 1/2, Year 3/4 and Curriculum Committee committees will annually review each course/clerkship’s compliance with this policy and corrective actions will be taken for non-compliance.

The College of Medicine reserves 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.

Policy History	
4/15/2014	Initial approval by Curriculum Committee
5/21/2014	Reviewed and approved by Curriculum Committee
7/26/2016	Reviewed and approved by Curriculum Committee
1/27/2021	Revised and approved by Curriculum Committee