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

Responsible Party: Office of Medical Education

Applies To CMED: ☑️ Faculty ☑️ Students ☑️ Residents ☑️ Staff ☑️ Administration

Approval Date: 5/24/2017, Curriculum Committee

☑️ Policy ☐ Procedure

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 Associate Dean/Compliance, Evaluation & Assessment. 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, and a minimum of one (1) laboratory-based exam, 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 summative exams every four weeks.
ii. For courses that are shorter than six weeks, there shall be no mid-term exam, one (1) mandatory summative assessment or examination, and one (1) laboratory-based examination, at the end of the course.

iii. Due to the nature of the SYNAPSE course, this policy on scheduling of assessments does not apply. Scheduling of exams will be at the discretion of the Course Co-Directors, in consultation with the Assistant Dean of Foundational Sciences Education, and the Associate Dean/Compliance, Evaluation & Assessment.

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.
   • 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.

b. Midcourse lab-based exams will be scheduled at the discretion of the Course Co-Directors, in consultation with the Director of Anatomy, Assistant Dean of Foundational Sciences Education, and the Associate Dean/Compliance, Evaluation & Assessment.

c. Timing of examinations will be made available through the learning management system and student intranet.

d. On the day of an exam, no instructional activity will be scheduled.

End of Course Examinations in Non-Longitudinal Courses

a. End of course exams will occur during CARES week on Monday.

b. End of course laboratory-based exams will be scheduled in CARES week at the discretion of the Course Co-Directors, in consultation with the Director of Anatomy, Assistant Dean of Foundational Sciences Education, and the Associate Dean/Compliance, Evaluation & Assessment.

c. Timing of examinations will be made available through the learning management system and student intranet.

Other Assessments Contributing to the Final Grade

Time and resources allocated to performance-based or oral examinations will be scheduled in consultation with the Assistant Dean of Foundational Sciences Education, Course Co-Directors and the Associate Dean/Compliance, Evaluation & Assessment.

Longitudinal Courses:
i. Examinations for the longitudinal courses will be developed and scheduled in consultation with the Course Co-Directors, Assistant Dean of Foundational Sciences Education, and the Associate Dean/Compliance, Evaluation & Assessment. 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 or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

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<th>History</th>
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<tbody>
<tr>
<td>5/21/2014</td>
<td>Initial approval by Curriculum Committee</td>
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<td>8/22/2016</td>
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