



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Narrative Assessment / MSEC-1016-15

Policy Owner: Kenneth Olive, MD / EAD Academic Affairs / MSEC Chair (2008-2013); Ivy Click, EdD / MSEC Chair (2020-)	
Committees, Departments, or Individuals Responsible for Implementation: Course and Clerkship Directors	
Original Approval Date/ By: 10/16/2016 / MSEC	Effective Date: 1/11/2024
Most Recent Revision Date: 1/11/2024	Policy Advisory Committee Review Date: 1/11/2024
Date of Next Review: (All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)	

(A) Policy Statement:

A written narrative description of a medical student's performance, including non-cognitive achievement, will be included as a component of the assessment in each required course and clerkship of the medical education program whenever teacher-student interaction permits this form of assessment (i.e., courses in which an individual faculty member has sufficient interaction with an individual student such as small groups). Narrative assessments can be formative and/or summative (also see policy on [Formative Feedback](#)).

(B) Purpose of Policy:

Narrative assessment is necessary for students to acquire a full understanding of their achievement of course and clerkship objectives, especially in non-cognitive areas of achievement. Non-cognitive areas of achievement include, but are not limited to, professionalism, communication skills, leadership, conscientiousness, critical thinking, time management and interpersonal skills. Narrative assessments typically address both strength and areas for improvement.

(C) Scope of Policy (applies to):

This policy applies to: 1) MSEC designated pre-clerkship courses and 2) all Jr. Clerkships, unless explicitly exempted, in the Quillen College of Medicine.

(D) Policy Activities:

MSEC designates pre-clerkship courses where narrative assessment is expected. All clerkships are expected to provide narrative assessments unless explicitly exempted by MSEC. Written narrative descriptions must be submitted to through the curriculum management system for archival purposes and accessibility for inclusion in each student's Medical Student Performance Evaluation (MSPE) required for residency application.

Narrative Assessment / Description of Medical Student Performance in Pre-Clerkship Courses

A written narrative description of the students' performance must be included as a component of the student assessment required pre-clerkship courses that have opportunities for students to interact with faculty to permit this form of assessment. Courses that contain Problem-based Learning, Inquiry Cases, or preceptorships will include narrative assessments of the students.

Narrative Assessment / Description of Medical Student Performance in Clerkships

- A written narrative description of the students' performance must be included as a component of the summative assessment in each required clerkship via the summary assessment form in the curriculum management system.

See [Student Promotions Committee Policy, Student Success Committee Policy, M3 Clerkship Grading and Required Clinical Experiences, and Pre-clerkship Assessment Policy.](#)

Policy Routing and Revisions Tracking Form

(This form is for internal use only and is not intended for public distribution.)

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Is the policy required by LCME: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No If yes, list the affiliated Element(s) number, name and statement:			
<u>9.5 Narrative Assessment</u> A medical school ensures that a narrative description of a medical student's performance, including non-cognitive achievement, is included as a component of the assessment in each required course and clerkship of the medical education program whenever teacher-student interaction permits this form of assessment.			
Revisions: <i>Administrative Edits do not require voting/approval from Policy Owner.</i>			
Revision/Review Date:	Administrative Edit Yes/No	Brief Description:	Approved by:
9/11/2025	Yes	Replaced "Doctoring Courses" in Section D to say "Courses that contain Problem-based Learning, Inquiry Cases, or preceptorships will include narrative assessments of the students."	MSEC
1/11/2024	No	1. Deletion of Notification of Remediation language. 2. Replaced Student Performance Assessment Review Committee (SPARC) with Student Success Committee (SSC).	MSEC
6/7/2022	No	Additional language added to the Narrative Assessment / Description of Medical Student Performance in Pre-Clerkship Courses section stating Doctoring courses and courses that contain problem-based learning or inquiry cases will include narrative assessments of the students that will be included in each student's Medical Student Performance Evaluation (MSPE). The at-risk language under the section of Notification of Remediation has been deleted.	MSEC
2/3/2022	Yes	Administrative change of New Innovations to curriculum management system	Reviewed by PAC
10/15/2019	No	To Include Student Performance Assessment Review Committee	MSEC
7/8/2020	Yes	Periodic review by PAC, no revisions	Reviewed by PAC