



# QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

## Policy Name/Number: Comparability of Education/Assessment / MSEC-1018-24

<b>Policy Owner:</b> Ramsey McGowen, PhD / MSEC Chair (2013-2019); Ivy Click, EdD / MSEC Chair (2020-)	
<b>Committees, Departments, or Individuals Responsible for Implementation:</b> Course and Clerkship Directors	
<b>Original Approval Date/ By:</b> 10/16/2018 / MSEC	<b>Effective Date:</b> 1/11/2024
<b>Most Recent Revision Date:</b> 12/5/2023	<b>Policy Advisory Committee Review Date:</b> 1/11/2024
<b>Date of Next Review:</b> 1/11/2027 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

### (A) Policy Statement:

To ensure comparable educational and assessment methods within each course and M3 clerkship for all students. Standardizing how learners are assessed and how grades are determined is key in ensuring comparability.

### (B) Purpose of Policy:

It is the responsibility of course and clerkship directors to ensure that students have comparable educational experiences across the course or clerkship.

During the pre-clerkship curriculum courses, when students are assigned to clinical sites, all sites are to use comparable student assessment methods, grade allocation, and grading scale.

During the clerkships, when students are assigned to clinical sites, all sites are to use comparable student assessment methods, grade allocation, and grading scale.

For all courses and clerkships, methods of assessment, grade allocation, and grading scale are to be described in the syllabus which is to be available to students at the beginning of the course/clerkship.

### (C) Scope of Policy (applies to):

All courses and clerkships where students are assigned to different locations or educational experiences.

### (D) Policy Activities:

#### Grade Allocation in the Clerkships:

All clerkships are required to submit clerkship objectives and assessments prior to the start of an academic year. Any changes to clerkship objectives are reviewed and approved by the Medical Student Education Committee (curriculum committee). Each clerkship is required to have the following as graded components in the clerkship: (1) a clerkship assessment score from faculty/preceptors, (2) 35% for the NBME end of clerkship exam, (3) 5% for completion of required procedures and patient types. Other graded components are identified by the clerkship director and shared with students through the clerkship syllabus. Once the academic year starts, graded components within the clerkship cannot change until the next given academic year.

#### Assessment Methods:

The common competency-based student assessment form is developed by the Office of Academic Affairs in conjunction with the clerkship directors and presented to the Medical Student Education Committee (curriculum committee) for review. Once approved, the curriculum management system is utilized for formatting and electronic distribution to faculty/preceptors.

All clerkships assign students to different clinical sites for portions of the clerkship. Students request evaluations from faculty/preceptors in which they work with at the clinical sites. Each preceptor who is assigned an evaluation is to complete the same Quillen developed competency-based student assessment form which is utilized in calculating the faculty/preceptor clerkship assessment score.

Faculty assessment forms for the individual clerkship periods are collated into a final summary, approved by the clerkship director, and then shared with the student. The final summary includes an average of the competency-based assessment criteria, the faculty/preceptor clerkship assessment score, formative feedback, summative feedback, and the final Medical Student Performance Evaluation (MSPE) comment.

#### Final Grades:

The Pass/Fail and Honors grading system utilized for the M3 clerkships is identified in full in the College of Medicine's Grading System/Withdrawals/Auditing Courses/Class Rank policy effective with the 2019-2020 academic year.

After the faculty assessment forms are collated into a final summary for the student, the clerkship coordinator/director adds final scores for the individualized graded components of the clerkship to the curriculum management system gradebook. Final grades are reviewed by the clerkship director and released to the student in the curriculum management system.

The final clerkship letter and numeric grades are recorded by the clerkship coordinator in the Banner system for utilization by the Registrar's Office in calculation of class rank and other reports.