

Student Assessment Sub-Committee Meeting Minutes

Date: September 28, 2011, Room 1646A
Attendees: Vernon Curran(Chair), Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. Tanis Adey, Dr. Jason McCarthy, Alison Pittman, Diana Deacon, Elas Winter
Apologies: Amanda Marsh, Steve Pennell, Dr. Bruce Sussex

Meeting opened at 3:40 pm

1. Review/Approval of Minutes

Reviewed and accepted.

Dr. Curran reported that the policy motion in section 2 (a) of the minutes has been communicated to the UGMS Chair.

Acceptance of minutes: Moved by Ms. Pittman, seconded by Dr. Bonnell. Passed.

2. Policy Issues

a. Examination Review – Section 3 (J. Valcour)

Dr. Valcour reviewed policy for exam reviews and concerns from students. In order to maintain security of the exam item bank, students are not permitted to take notes during review sessions. Dr. Adey noted that there has been considerable discussion about exam review sessions and security over time, and that for several years the only exam reviews taking place are for in-course, not final, examinations. The committee agreed that it was important to explore ways in which students can benefit from reviews while maintaining security and confidentiality of the exam bank.

Dr. Valcour reported that students had also expressed concerns about disruption within exam sessions caused by questions about exam items and possible errors. In order to communicate important information to the students while keeping distractions to a minimum, the committee suggests that students are notified before the exam that changes to any items will be posted on the overhead and that they should consult this before asking for clarification of an item. At 30 minutes before the end of the exam period, a second announcement should be made.

ACTION: Communicate above suggestion to the preclerkship committee chair for distribution to course chairs.

3. Clerkship Assessment Strategy/Policy (D. Deacon/J. McCarthy)

Ms. Deacon distributed 3 documents for review (recommended NBME pass marks for 2013, Clerkship Assessment Methods and Tools, Pass/Fail Criteria – Clinical Skills). Dr. McCarthy reported that he met with Dr. Curran and Ms. Deacon several times over the summer to discuss the need for policy regarding assessment in the clerkship years in the context of planned revision of the third and fourth year program. There is a clear need for policy/procedures to govern assessment in clerkship as well as for review of clerkship objectives. With assistance from Dr. Curran and Ms. Deacon, Dr. McCarthy and the clerkship committee are examining currently-used assessment tools in order to develop an assessment strategy that can be covered by appropriate policy/procedures. He will bring the draft assessment blueprint developed by Dr. Curran to the clerkship committee for review and approval.

Ms. Deacon reviewed the recommended pass marks for the NBME subject examinations used for assessment in the Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery core clerkship rotations. Dr. McCarthy reported that the Clerkship Committee was in agreement with the 2013 NBME pass marks as suggested.

ACTION: Ms. Winter is to release the new recommended pass marks for the 2013 NBME examinations immediately.

ACTION: Ms. Winter is to arrange for Dr. McCarthy to review appropriate NBME sample exams.

ACTION: Dr. McCarthy will pursue avenues for customizing the NBME examinations for our curriculum.

4. Pre-Clerkship/Clerkship Summative Exam Reports

- a. **2010/2011 Summative Exam Report (D. Deacon)** – No areas of concern to report.
- b. **Student Feedback – Course Evaluation Surveys (D. Deacon)** - Ms. Deacon is in the process of coordinating the collection of this information from course reports with staff in the Medical Education Scholarship Centre.

5. Online Examination System Update – PET/Certification Enterprise (S. Pennell)

Demo for PET Certification Enterprise was postponed until the next meeting October 26, 2011.

6. Business Arising

- a. **Clinical Skills:** Dr. Curran presented an email from Dr. Maria Goodridge (Clinical Skills chair) outlining concerns about remediation, conditional pass, pass and borderline grades for Clinical Skills. The clinical skills faculty experience difficulty in providing remediation as required in the pass/fail criteria in sufficient time to meet deadlines for the Promotions Committee meetings each year.

ACTION: Dr. Curran will invite Dr. Maria Goodridge to the next meeting on October 26, 2011 to discuss their concerns in more detail.

- b. **Question from Medical Students Society:** Ms. Pittman requested information on putting forward student concerns about the timing of Med II supplementary exams. The committee recommended that she bring this to the attention of the Preclerkship committee for a response.

Meeting adjourned at 5:35 pm