



# Student Assessment Sub-Committee Minutes

Wednesday, November 25, 2020 4:00 pm  
via WebEx

Attendees: T. Adey, V. Curran, S. Drodge, E. Maxwell, S. Pennell, P. Pike, C. Pye, B. Thiessen, E. Winter, K. Zipperlen

Regrets (in alphabetical order): H. Coombs, S. Dalley, M. Najafizada, S. Reid, C. Skanes, M. Wahl

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made.	Call to order at 4:02 pm
Agenda review - Review for COI - Confirmation of Agenda	No COI declared.  Agenda confirmed	
Review and approval of October 28, 2020 minutes	It was <b>MOVED</b> by B. Thiessen and <b>SECONDED</b> by E. Maxwell to approve the minutes of the October 28, 2020 minutes as presented. <b>MOTION CARRIED.</b>	
1. Business arising: - Action items from October 28, 2020 meeting - Vote for SAS Chair	<p><b>1.1 Action Items:</b></p> <p><b>The minutes of the September 23, 2020 meeting could not be approved as there were not enough voting members in attendance who were also present at the September meeting.</b>  <b>ACTION:</b> K. Zipperlen to send out September minutes for approval via e-vote.</p> <p>E. Maxwell said the Phase 4s were asking that the score range from NBME not be released. K. Zipperlen agreed it makes more sense to not release.  <b>ACTION:</b> K. Zipperlen to update NBME score email template as needed.</p> <p><b>ACTION:</b> K. Zipperlen will forward information regarding the lack of submitted questions for the Phase 3 Theme 1 exam to S. Drodge, J. Gill and T. Adey.</p> <p><b>ACTION:</b> K. Zipperlen will organize a meeting for those willing to join a working group to discuss concerns around EPAs and clinic cards. K. Zipperlen will update the Committee as necessary.</p>	<p><b>ACTION: Completed</b></p> <p><b>ACTION: K. Zipperlen said there are no emails going out at this time, but she has made a note for future reference.</b></p> <p><b>ACTION: A. Haynes to speak with the UCL and Discipline Chair to reassign the teaching.</b></p> <p><b>ACTION: K. Zipperlen said they have already met. S. Pennell asked to be added to the working group, and she will send him an invite to next meeting.</b></p>
2. Standing Items	<p><b>2.1 Phase 1-4 assessment updates:</b></p> <p><u>Phase 1:</u> P. Pike updated that they have had the Phase 1 Block 3 exam with good results.</p> <p><u>Phase 2:</u> B. Thiessen said there is no active teaching in Phase 2 now.</p>	



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<p>3. New Business</p>	<p><b>3.1 Review of scrap paper use for remote exams</b></p> <p>V. Curran explained that the use of scrap paper during online invigilation of exams is currently allowed as remote learning and exams are stressful for learners. The University President is also calling for a supportive learning environment. The use of scrap paper was previously approved by UGMS and V. Curran also presented this at the last Faculty Council meeting. However, faculty from one content area have brought forward continued concerns about maintaining integrity of exams. V. Curran consulted the national assessment network and found that 4 schools are not permitting the use of scrap paper with 1 having no policy. The Medical Council of Canada (MCC) was also consulted, and they are not permitting use of scrap paper during exams either. E. Maxwell voiced concerns over not allowing scrap paper, this change will be quite distressing for learners. Question whether MCC will adopt online proctoring long-term and if that will be applicable to current classes. E. Maxwell feels allowing scrap paper is unlikely to compromise exam integrity. T. Adey will bring to the Task Force by emailing Cathy Vardy and Paul Tucker to ask if the medical school may be permitted to in-person exams in January and if 80 students could spread out over 3 classrooms to write exams. It was decided to assume we move forward with online invigilation for January for now and be prepared to use the whiteboard feature of Proctorio.</p> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by B. Thiessen to reverse the decision on allowing scrap paper use during online invigilated exams to align with other Canadian medical schools and the Medical Council of Canada. This will ensure the security of exams as well as help students prepare for future national examination practices. K. Zipperlen to email voting members to vote on this motion as there was no quorum at this point in the meeting. If approved, it will be brought to the December 16<sup>th</sup> UGMS meeting.</p> <p><b>3.2 Biostats exam update (not discussed as no longer a concern)</b></p>	<p><b>ACTION: T. Adey to email C. Vardy and P. Tucker to ask about possibility of returning to in-person exams in January by distributing the 80 students over 3 classrooms.</b></p> <p><b>ACTION: K. Zipperlen to email voting members regarding this motion.</b></p> <p><b>ACTION: S. Pennell to set up tutorials for students on how to use whiteboard feature of Proctorio.</b></p>
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	<b>3.3 Recommendations from curricular review</b>	<b>ACTION: Tabled for future meeting.</b>
Next Meeting	To be determined	5:33 pm adjourned