



Undergraduate Medical Education

Student Evaluation, Progress & Promotion Policies

1.0 The Purpose of Student Evaluation

- 1.1** Assessment of student performance and achievement of curricular objectives
- 1.2** Provision of feedback to students and faculty with respect to ongoing learning needs

2.0 Types of Evaluation - General Definitions

- 2.1** Summative Evaluation (also referred to as Qualifying Examinations) 3sl529.8 109.62 uualifyin

course, and at approximately the midway point, or in sufficient time to allow for any required remediation [ED-30] [ED-31].

- 5.9 All courses must include in their evaluation processes provision for ongoing observation and assessment of appropriate behaviours and attitudes, as defined by the Professionalism Policy [ED-27]

6.0 Administrative and Operational Aspects

- 6.1 The examination schedule is determined by the Office of Undergraduate Education and will occur no later than the end of term in which the course is completed
- 6.2 Students must be notified at the beginning of each course as to the type and dates of all examinations provided
- 6.3 Evaluations will be prepared by Course Chairs, with input from course teachers and assistance from Curricular Coordinators
- 6.4 Evaluations will be administered by the Evaluation Assistant, Office of Undergraduate Medical Education
- 6.5 Students should receive timely feedback regarding their performance on both formative and qualifying examinations, generally within 7 and 14 days respectively.

7.0 Student Grading

- 7.1 The final grade for each course will be a composite of multiple evaluation methodologies, and will be determined by the Course Committee.
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- 7.9 Students who achieve satisfactory overall grades but who are found to have specific areas of academic deficiency may be referred by their Course Directors for specific remediation and/or review by the Academic Advisor.

8.0 Student Progress and Promotion Policies

- 8.1 The Student Progress and Promotion Committee (Medicine) will act on the delegated authority of Faculty Board and meet as necessary; all meetings will be held in camera
- 8.2 The Student Progress and Promotion Committee will receive reports on student standing in each course or designated portion of the MD program, together with a narrative description, where appropriate, of the student's performance; review the progress of each student registered in the MD program of the Faculty of Health Sciences with respect to cognitive, affective and skill components; consider the academic performance of any medical student whose name has been referred to it; make decisions with respect to standing, promotion, supplemental privileges, the repeating of a portion of the MD program, and the requirement to withdraw from the further study of medicine. Such decisions will constitute the official statement of standing.
- 8.3 The Student Progress and Promotion Committee will report in summary form to Faculty Board the decisions taken by the Committee, submit to Faculty Board lists of ordinary degrees for approval and transmission to the Senate and will recommend to Faculty Board such changes in policy or practice as it may deem appropriate in the light of the Committee's operations and experience.
- 8.4 The Terms of Reference of the Progress and Promotions Committee are detailed in Appendix H.

9.0 Student Failure

- 9.1 Should a student receive a failing grade with respect to a block, course or clerkship course, the matter will be considered by the Student Progress and Promotion Committee.
- 9.2 All students with a failing grade will be reviewed by the Student Progress and Promotion Committee and be required to meet with the Academic Advisor. Based on these reviews, the committee will make recommendations to facilitate the student's successful completion of the required material, which may include but not be limited to:
- a) Successful completion of a written supplemental examination after a prescribed period of study.
 - b) Satisfactory completion of a specific remedial program under the direction of the Academic Advisor developed in conjunction with the appropriate Course Director.
 - c) Ongoing supervision and review by an assigned counselor to evaluate and further develop personal learning strategies which may involve attendance at a Study Skills Workshop offered by the University Health, Counseling and Disability Service.

- d) The student may be required to repeat the course.
- 9.3 In the case of students that receive 2 or more course failures in a term the Student Progress and Promotion Committee may request the student repeat the term.
- 9.4 In the case of students that receive course failures in multiple terms the Student Progress and Promotions Committee may recommend any of the options listed above or may ask the student to withdraw from the further study of medicine at Queen's.
- 9.5 If a student fails a term/block and is required to repeat that term/block, the student will be required to also repeat the Clinical Skills component.
- 9.6 The inclusion of the required remediation on the Medical Students Performance Record will be determined on an individual basis by the Student Progress and Promotions Committee.

10.0 Remedial Programs

- 10.1 The purpose of a remedial program is to assist the student in overcoming their deficiencies. The remedial program shall comprise one or more of the following:
 - a) Repetition of a block, course or rotation
 - b) Remedial work is to be done during a period of time in which the student is not participating in the activities of another scheduled block, course or rotation (with the exception of electives/selectives)
 - c) Remedial work is to be done during a scheduled block, course or rotation. This option is reserved for a remedial program that is designed to correct limited, circumscribed deficits.
- 10.2 In the case of (a) the student must meet the objectives of the specific block, course or rotation and be evaluated by the same methods as other students. If the student achieves a passing grade in the remedial program he/she will be deemed to have satisfactorily completed the block, course or rotation for which the remedial program was a part or whole thereof. If the student does not achieve a passing grade in the remedial program, he/she will be deemed to have received two failing grades and the student's status will be considered by the Student Progress and Promotion Committee. In reaching its decision, the Committee will review the student's performance throughout the MD Program to include, but not be limited to, discussion of academic factors, non-academic factors, and any extenuating circumstances which the student feels may have impacted on their performance. The student will not be permitted to proceed in the program until a decision is made by the Committee.

11.0 Supplemental Examinations

- 11.1 Supplemental examinations for Term 1 courses may be taken during the summer recess following Term 2 provided the student has passed Term 2

and Terms 1 and 2 Clinical and Communication Skills. Satisfactory completion of Term 1 must be achieved before proceeding to Term 3. A supplemental examination for Term 2 may be taken during the summer recess immediately following Term 2 provided the student has passed Term 1 and Terms 1 and 2 Clinical and Communication Skills. Satisfactory completion of Term 2 must be achieved before proceeding to Term 3.

- 11.2 Supplemental examinations for Phase II Block B may be taken during the summer recess following Block D provided the student has passed Block C and Year 2 Clinical Skills. Satisfactory completion of Phase II Block C must be achieved before proceeding to Phase II Block E.
- 11.3 Supplemental examinations for Phase II Block C may be taken during the summer recess following Block D provided the student has passed Block B and Year 2 Clinical Skills. Satisfactory completion of Phase II Block C must be achieved before proceeding to Phase II Block E.
- 11.4A Supplemental examinations for Phase II Block E may be taken during the first block of Phase III provided the student has passed Year 3 Clinical Skills. Satisfactory completion of Phase II Block E must be achieved before proceeding to the remainder of Phase III. All of Phase II must be satisfactorily completed by the end of the first block of Phase III.

12.0 Clinical Skills

13.4 Students who believe their academic performance was affected by extenuating circumstances beyond their control may apply for leave to appeal to Faculty that the requirement to withdraw be waived or rescinded. Appeals must be directed to the Dean of Health Sciences, in writing, clearly setting out the grounds on which they are being made and must be received in the Faculty Office no later than two weeks after the requirement to withdraw has been imposed. If the Dean is satisfied that there are grounds sufficient to allow the appeal to go forward, it will be referred to the Faculty Student Appeal and Discipline Board which, in this matter, has the following terms of reference:

- a) To act on the delegated authority of Faculty Board to consider, on referral from the Dean, appeals of decisions of the Student Progress and Promotions Committee when the appeal is based on procedural grounds or extenuating circumstances. The Board may also consider an appeal of a resident on referral by the Dean of Medicine on the same basis.
- b) To provide an opportunity for a student appealing a decision of the Student Progress and Promotions Committee on procedural grounds or extenuating circumstances, to appear in person with a representative to state his or her case.
- c) To receive all information concerning the procedure leading to an adverse decision, or all information in confidence concerning extenuating circumstances from the appropriate source or sources, and to determine the merits of the grounds for appeal and to accept or deny the appeal.
- d) To refer the final disposition of the appeal, if necessary, to the Student Progress and Promotion Committee.
- e) To report to the decision of the Board in writing to the appellant within seven days of the meeting, with the reason for the decision.
- f) The decision of the Board is final.*
- g) To report in summary form the nature of the appeal and the decision of the Board, for information, to Faculty Board. It should be noted that the Student Appeal and Discipline Board does not concern itself with the actual assessment of academic performance (with the actual

14.0 Policy Renewal and Approval

- 14.1 This document will be reviewed and updated at least annually
- 14.2 The Student Assessment and Evaluation Committee will be responsible for review and oversight of items 1 to 7.
- 14.3 The Progress and Promotion Committee will be responsible for review and oversight of items 8 to 15.
- 14.4 This document will be reviewed and approved in it's entirety by the MD Program Executive Committee and disseminated to all Course Chairs and the student body.