

## **Reappraisal of Graded Term Work and Academic Assessments**

### **Departmental Policy**

<b>Classification</b> Academic Operations	<b>Table of Contents</b>	
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#### **1. Purpose and Scope**

- 1.1 The purpose of this policy is to create an Undergraduate Medical Education process by which a Student can request and obtain a reappraisal of Graded Term Work or an Academic Assessment.
- 1.2 This policy applies to all UME Students in the MD Program in the Cumming School of Medicine at the University of Calgary.
- 1.3 UME will ensure adherence to this policy.

#### **2. Definitions**

- 2.1 In this policy:
  - a) “Academic Assessment” means the determination of a student’s final level of achievement in a specific course or graduate student milestone, and includes: grades; credit or fail designations; and, if

specified in a course outline, assessments of all aspects of professional behaviour.

- b) "Approval Authority" means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
- c) "Associate Dean" means the Associate Dean of UME at the CSM.
- d) "Business Days" means days that the University is open for business, excluding weekends, holiday closures and other types of closures.
- e) "Clerkship" means the third (usually) and final year of medical school. This period is 60 weeks in length and comprises mandatory and elective rotations combining theoretical instruction in the context of restricted clinical duties.
- f) "CSM" means the Cumming School of Medicine.
- g) "Evaluator" means, in the pre-clerkship setting, the evaluation coordinator and/or course director of the course from which the Graded Term Work or Academic Assessment decision originated. In the clerkship setting, the evaluator is the evaluation coordinator and/or clerkship director and/or individual preceptor who completed the evaluation in question.
- h) "Graded Term Work" refers to graded term work as described in section 1.2 "Reappraisal of Graded Term Work" of the academic regulations of the University of Calgary Calendar.
- i) "Implementation Authority" means the office and officer responsible for implementing UME policies and procedures.
- j) "MD" means the Medical Degree three year program within CSM.
- k) "Minimum Pass Level" or "MPL" means the threshold score that a student must meet or exceed in order to receive a passing grade. The MPLs are calculated for each course/Clerkship using standard procedures approved by the Student Evaluation Committee.
- l) "Preceptor" means an individual (usually a staff physician) who supervises a medical student in a clinical or non-clinical setting.
- m) "SARC" means the Student Academic Review Committee whose role under this policy is further defined herein.
- n) "SEC" means the Student Evaluation Committee whose role under this policy is further defined herein.
- o) "SEC Reappraisal Subcommittee" means the reappraisal subcommittee of the Student Evaluation Committee whose role under this policy is further defined herein.
- p) "Student" means an individual who is registered in a course in the CSM UME and who seeks a reappraisal.
- q) "UME" means the Undergraduate Medical Education program with the University of Calgary.
- r) "UME Evaluation Team" means the Supervisor of Evaluations and the Evaluation and Research Technician.

### **3. Categories and Types of Assessments 3.1 All types of assessments described in this policy are either:**

- a) Summative Assessments - also known as certifying assessments. These types of assessments are included in the calculation of a Student's final

grade in a course or Clerkship. They are designed to ensure that the Student has satisfactorily met the objectives of the UME Program. Individual assessments are based upon learning objectives for the relevant course or Clerkship. Summative assessments can either be midpoint (i.e. quizzes, midterm examinations, or any other assessment that is completing during a course or Clerkship) or final (i.e. any assessment that is completed at the end of a course or Clerkship); or

- b) Formative Assessments – these types of assessments do not contribute to a Student’s overall grade (and can therefore not be subject to a reappraisal), but may be a mandatory component of a course or Clerkship (i.e. practice examinations). The purpose of a Formative Assessment is to provide Students with a sampling of the question to be used on the Summative Assessment and, to allow Students to monitor their learning progress.

3.2 Summative Assessments that are completed at the midpoint or during the course or Clerkship are Graded Term Work. Summative Assessments that occur at the conclusion of a course or Clerkship are Academic Assessments. Pass/fail assessments that occur at the midpoint or during the course of a Clerkship (i.e. the Medical Teaching Unit ITER in the Internal Medicine Clerkship) are still considered Graded Term Work. Reference Appendix A for further detail regarding which category each UME assessment fits into.

3.3 The following are the types of assessments used in UME and referred to in this policy:

- a) Objective Structured Clinical Examination (“OSCE”) - these examinations are typically 6 to 10 stations in length. In a single station, a Preceptor observes a Student performing a skill and then fills in an evaluation form about the Student’s performance on this skill. The overall examination score is determined by the Student’s performance on all stations in the examination. These examinations usually test clinical skills such as history taking, physical examination, diagnosis, procedural or communication skills.
- b) In Training Evaluation Report (“ITER”) - these are forms that are completed by Preceptors after interacting with a Student, either in a classroom (i.e. small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Student’s performance.
- c) Multiple Choice Question Examination (“MCQ”) - these are written examinations with multiple questions, each with multiple answer options. MCQs in the UME curriculum follow the Type A, single best answer, format.
- d) Cards Decks (“Cards”) – these are written examinations with multiple questions, which may be variable in format, including but not limited to: MCQs, open response, clinical decision making questions (multiple correct answer options).

- e) Peripatetic examination - these are also known as a bell ringer examination. During these examinations, Students rotate around a classroom at a specified time interval and answer questions in a written format (either MCQ or short answer). These are typically used for such content areas as anatomy, histology, and pathology.
- f) Entrustable professional activities (“EPAs”) – these are workplace-based assessments which may be completed in a variety of curricular settings, including simulated patient encounters. A Preceptor observes a Student performing a skill and then fills in an evaluation form about the Student’s performance on this skill. These are formative in nature and thus not subject to reappraisal.
- g) Written Assignments or Presentations - these are any other summative examination or assessment that may be used within the UME curriculum from time to time.

#### 4. When Reappraisals Can be Sought

- 4.1 Students can seek a reappraisal of a summative assessment only. Students cannot seek a reappraisal of a formative assessment.
- 4.2 A student may ask for a reappraisal of an Academic Assessment or Graded Term Work for the following reasons:
  - a) A procedural irregularity occurred in making the Academic Assessment decision or Graded Term Work Decision (including a deviation from a course outline or communicated expectation); or
  - b) An allocation impact occurred such that the Student was allocated to a learning or assessment setting that led to significantly lower performance ratings as compared to other Students who were allocated to other learning or assessment settings; or
  - c) A performance impact occurred such that the Student, as compared to their other Students, was denied resources that should have been provided and that had an impact on their performance on the assessment; or
  - d) An Evaluator impact occurred such that the Evaluator rated the Student’s performance based on factors other than the Student’s performance (including where the Evaluator was significantly more stringent than other Evaluators, if the Evaluator was unduly influenced by factors other than the Student’s performance on the assessment, or if the Evaluator unfairly compared the Student’s performance to other Students, but not encompassing disagreement or dissatisfaction with the Evaluator’s rating); or
  - e) A determination impact occurred such that, after the normal post examination review process is completed, a Student can show that there is:
    - i) a key error; or
    - ii) there is an alternate answer which is equally or more correct than the keyed correct answer; or
    - iii) there is no correct answer to a question.

4.3 When a Student seeks a reappraisal for a determination impact, the

Student must demonstrate that the information on which they based their answer came from an accepted source from the course in the year in which they were taught. Accepted sources include: evidence-based textbooks or online resources, journal articles, posted lecture notes, slides or podcasts. Student notes from a class that cannot be verified are not an acceptable source.

**4.4 Students cannot seek reappraisals in the following circumstances:**

- f) Where the Student submitted their request for a reappraisal after the deadline as outlined in this policy;
- g) For an Academic Assessment where the Student received an overall satisfactory grade in the relevant course or Clerkship;
- h) Where a Student failed to transcribe responses correctly on an examination paper or optical score sheet;
- i) For illness leading up to or during an assessment (instead the student should refer to the University's policy on deferrals);
- j) For extenuating circumstances;
- k) For technical difficulties encountered during an online exam (instead the Student is expected to address these with the UME Evaluation Team before the close of the exam);
- l) Mere disagreement or dissatisfaction with the grade, assessment or evaluation; or
- m) The numerical calculation being close to the minimum performance level.

**4.3 Students cannot seek reappraisals of the decisions of the Competency Committee.**

**5. Submitting a Request for Reappraisal**

**5.1** Students must submit a request for a reappraisal to the Chair of the SEC on or before 11:59 PM (MT) on the tenth (10<sup>th</sup>) Business Day following receipt of the result on the Graded Term Work or Academic Assessment. ([Reappraisal Submission Form](#))

**5.2** All requests for a reappraisal must be directed in writing to the Chair of the SEC at [md.reappraisals@ucalgary.ca](mailto:md.reappraisals@ucalgary.ca) within the deadline outlined in section 5.1 above, and must include:

- a) The Student's UCID number;
- b) The Graded Term Work or Academic Assessment that the Student is seeking to have reappraised;
- c) The reason the Student is seeking a reappraisal as per section 4.2 of this policy;
- d) All related documentation in support of the reason for the reappraisal;
- e) The requested outcome of the reappraisal; and
- f) A statement that all of the information and documentation provided is true and accurate.

**5.3** Once a request for reappraisal has been submitted, any scheduled re-write exam for that course will be on hold pending the outcome of

the reappraisal.

- 5.4 The Chair of the SEC has the authority to resolve the request for a reappraisal to the satisfaction of the Student. Alternatively, if the Student's request for a reappraisal does not meet the criteria outlined in section 4 of this policy, the Chair can refuse the request for a reappraisal.
- 5.5 If the Chair of the SEC is unable to resolve a reappraisal to the Student's satisfaction, and the request meets the criteria outlined in section 4 of this policy, then the request for reappraisal will be provided to the SEC Reappraisal Subcommittee to conduct the reappraisal.

## **6. The SEC Reappraisal Process**

- 6.1 Requests for reappraisal will be decided by the SEC's Reappraisal Subcommittee consisting of the Chair (Head of the SEC, or delegate) and two other members of the Reappraisal Subcommittee. Reappraisal Subcommittee membership will be chosen by the Chair from the membership of the SEC.
- 6.2 If required, the Chair will request a response to the reappraisal request from the relevant Evaluators.
- 6.3 When necessary, the Chair can request further information from the Student or the Evaluator in order to make a decision on the reappraisal. This can be a request for information in writing, or to book an in person meeting with the Student or Evaluators.
- 6.4 For face to face meetings, a Student has the right to have a person of their choice appear with them to support them. Unless otherwise decided by the Chair, persons attending in a support role are not allowed to present information, to ask questions or to address the SEC Reappraisal Subcommittee. For all other correspondence, Students must address the Chair or the SEC Reappraisal Subcommittee directly themselves.
- 6.5 In the case of the reappraisal of an ITER, the SEC Reappraisal Subcommittee will have access to the Student's Clerkship documents from the specific department/rotation, including all correspondence, Departmental Clerkship Committee meeting minutes, preceptor evaluation reports (ITERs), evaluations and examination results. Materials outside the course or Clerkship being appealed will not be considered.
- 6.6 All members of the Reappraisal Subcommittee (including the Chair) will vote. The final decision will be carried by a majority vote. The reappraisal decision will only communicate the majority decision.
- 6.7 Decisions of the SEC Reappraisal Subcommittee will be based solely

on information, documentation, and evidence that has been submitted to the committee from the Student and the Evaluator or that the SEC Reappraisal Subcommittee has access to by virtue of this policy.

- 6.8 If it is determined that items should be removed from the examination, the Chair will work with the UME Evaluation Team to remove these items from the Students' assessment and recalculate the Student's overall grade for the course or Clerkship in question. For the Student requesting the reappraisal the associated minimum pass level may be impacted (increasing, decreasing, or remaining the same) by the removal of items. Reference Appendix B for further detail regarding this process.

## **7. Outcomes**

- 7.1 The decision of the Chair and/or the SEC Reappraisal Subcommittee may result in a lower grade on the Graded Term Work or Academic Assessment and/or a minimum pass level that is increased, decreased or remains the same.

- 7.2 The following are possible outcomes from the reappraisal, of a Theoretical Assessment:
- a) The Student's grade will change on the Graded Term Work or Academic Assessment;
  - b) The Graded Term Work or Academic Assessment will be reassessed;
  - c) The Student will be given an opportunity to repeat the assessment;
  - d) The SEC Reappraisal Subcommittee will deny the request for reappraisal and the original grade or evaluation will remain in place; or
  - e) Any other outcome that the SEC Reappraisal Subcommittee feels is appropriate in the circumstance, and does not conflict with the University of Calgary or the Cumming School of Medicine policy or procedure.
- 7.3 The following are possible outcomes from the reappraisal, of a Practical Assessment:
- a) Deny the request for reappraisal and the original grade or evaluation remains in place; or
  - b) The Student will be given an opportunity to repeat the assessment.
- 7.4 The only time that the SEC Reappraisal Subcommittee will change the final grade of a Student is in the case of MCQ examinations and peripartetic examinations in the case of a reassessment pursuant to section 7.2 b.
- 7.5 When a Student is given an opportunity to rewrite an examination, pursuant to section 7.2 or 7.3, the rewrite exam will normally be conducted at the next scheduled rewrite time. If this is required, and the Student does not complete this reassessment, the Student will be considered unsatisfactory for the reassessment examination.

## **8. The Decision**

- 8.1 The decision of the Chair and/or the SEC Reappraisal Subcommittee will be in writing and will be sent to the Student's University of Calgary email address. The SEC Reappraisal Subcommittee will provide the Decision to the Student within a reasonable amount of time. The decision will include a summary of the Evaluator's response to the Request if provided and the reasons for their decision.

## **9. Confidentiality**

- 9.1 All information regarding a request for reappraisal is confidential.
- 9.2 All records pursuant to this policy will be retained in accordance with University of Calgary records retention and privacy policy.
- 9.3 There will be no audio/video recording or minutes taken of the SEC Reappraisal Subcommittee discussions regarding specific requests



for reappraisals.

#### **10. Jurisdiction of the Chair**

- 10.1 The Chair has the jurisdiction to resolve a request for reappraisal received under this policy to the Student's satisfaction. The Chair also has the jurisdiction to refuse a request as outlined in section 5.3.
- 10.2 In addition to participating in the decision making process requests for reappraisal made under this policy, the Chair also has the jurisdiction to determine that a request for reappraisal be considered by the SEC Faculty Appeals Committee.
- 10.3 A decision made by the Chair in accordance with this policy is final and not appealable at the University of Calgary.
- 10.4 Decisions of the Chair or SEC Reappraisal Subcommittee with respect to the outcome of the request for reappraisal can be appealed in accordance with CSM UME Procedure for Appeals of Grade Reappraisal Decisions and Academic Assessment Decisions.

#### **Relevant Related Documents**

CSM - UME - *Student Evaluation Development and Maintenance*: Departmental Policy

CSM - UME - *Student Misconduct and Academic Appeals*: Departmental Policy

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Appendix A

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Appendix B



## Appendix A: Types of Summative Assessment

Types of Summative Assessment	
Graded Term Work	<p>Including but not limited to:</p> <ul style="list-style-type: none"><li>• All midpoint examinations (i.e. Cards Decks, Review Cards Decks, etc)</li><li>• Assignments completed during a course that are not graded (i.e. 'must complete')</li><li>• Midpoint/subcomponent ITERs completed during Clerkship rotations</li></ul>
Academic Assessments	<p>Including but not limited to:</p> <ul style="list-style-type: none"><li>• All final examinations (i.e. multiple choice examinations such as Cumulative Cards Written examinations or Clerkship final examinations, objective structured clinical examinations, etc)</li><li>• Final assignments that are graded</li><li>• Final ITERs completed during Clerkship rotations</li></ul>

### Relevant Related Documents

CSM - UME - *Student Evaluation Development and Maintenance*: Departmental Policy

CSM - UME - *Student Misconduct and Academic Appeals*: Departmental Policy

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Departmental Policy

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Appendix B



## Appendix B: Multiple choice item reappraisal process

- Multiple choice item reappraisal process:**
1. Student provides evidence that there are either no correct answers, or more than one equally correct answers to multiple choice item(s) from the examination being reappraised.
  2. The reappraisal chair forwards the Student's request(s) and justification to the relevant course or Clerkship chair(s) and evaluation coordinator.
  3. The course or Clerkship chair(s) and evaluation coordinator provide a response to the Student's requests to the reappraisal Chair.
  4. The reappraisal Chair and two other members of the Reappraisal Subcommittee determine if the Student's request(s) and explanation(s) are accepted or denied.
  5. If accepted, regardless of whether there are no correct answers or more than one correct answer, the same process is followed:
    - a) Item(s) are removed from the Student's examination.
    - b) A new score is determined for the Student (# items correct/# remaining items).
    - c) In the case of an examination where the MPL is set by the Nedelsky technique, a new MPL is determined for the student:
      - i) In this case, each individual question has its own MPL;
      - ii) The examination MPL is the sum of the MPLs from each individual question;
      - iii) When item(s) are removed, the new MPL for that Student's examination is the sum of the MPLs for all remaining items on the examination (this new MPL may be higher, lower, or remain the same as the original MPL).
    - d) In the case of an examination where the MPL is set by the Modified Hofstee technique, the MPL for the examination and course remains the same.
  6. If denied, the reappraisal is denied.

### Relevant Related Documents

CSM - UME - *Student Evaluation Development and Maintenance*: Departmental Policy

CSM - UME - *Student Misconduct and Academic Appeals*: Departmental Policy

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Departmental Policy

CSM - UME - *Reappraisal of Graded Term Work and Academic Assessments*: Appendix A