

DEPARTMENTAL POLICY

EXAM REVIEW

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Approval Authority Associate Dean, UME	
Implementation Authority Manager, Undergraduate Medical Education	
Effective Date April 30, 2015	
Latest Revision May 17, 2021	

- Purpose** 1 Create a UME policy detailing the exam review process.
- Scope** 2 This policy applies to all medical students.
- Definitions** 3 In this policy:
- a. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine.
 - b. MD – Medical 3-year program.
 - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
 - d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - e. Pre-Clerkship – Years 1 and 2 of the MD Program.
 - f. Clerkship – Year 3 of the MD Program.
- Policy Statement** 4 UME Exam Review Process
- Special Situations** 5
- Responsibilities** 6 **UME will ensure adherence to this policy.**
- Appendices** 7

- 8 For all exam reviews, students will not be allowed to have any notes, books, pager, and/or smart devices such as cell phones, smart watches or any other form of wireless communication.

A. Pre-Clerkship:

MID-POINT SUMMATIVE EXAM REVIEW (including, for some courses, multiple summative quizzes; excluding Anatomy I and II peripatetic exams). After the post-examination review is complete, and marks have been released, all students will have the option to sign up for a review session (without faculty present). Students will be supervised by the UME Team during this process, and will have access to the examination key as well as their answers for each question. Students will be given a maximum time limit of 30 minutes to review the examination. A group review session may be offered in lieu of this review, at the discretion of the Course Chairs.

For reviewing a mid-point summative exam (or summative quizzes) as a result of an overall unsatisfactory course grade please see “End of Course Summative Exam Review”.

END OF COURSE SUMMATIVE EXAM REVIEW

Students who have received the overall grade of “Unsatisfactory” in a year 1 or year 2 course will have the option to review their summative midpoint exam/quizzes and summative end of course exam for that course. This review will be scheduled by student request to the UME evaluation team. The student will be provided with a copy of the exams, their answers, and the correct answers. Review of any summative examination(s) must be completed within 20 business days of receiving the overall course result and cannot fall within 10 business days of any rewrite of that examination. The examination(s) can only be reviewed once, in one sitting to a maximum of 3 hours (students will not be allowed to leave UME during this review process, nor are they allowed to leave with any written/electronic notes).

B. Clerkship:

Students who have not achieved “minimum performance level” are given the grade “Unsatisfactory” for that particular rotation. Students who have received a grade of “Unsatisfactory” may have the opportunity to review their individual result sheets together with the examination key to aid in recognition of areas of deficiencies and assist in planning remedial studies. This review will be scheduled by student request to the UME evaluation team. A copy of the optical score sheet and an answer key will be provided. Review of any summative examination(s) must be completed within 20 business days of receiving the exam result and cannot fall within 10 business days of any rewrite of that examination. The examination can only be reviewed once, in one sitting to a maximum of 3 hours (students will not be allowed to leave UME during this review process, nor are they allowed to leave with any written/electronic notes).

Students who have received the overall grade/exam result “Satisfactory” or “Satisfactory with Mentoring” will not have the option to review their summative

exam(s) for that course/clerkship.

Students will not be allowed to review a rewrite examination.

Instructions/Forms

- 9** UME evaluation team/program coordinator will provide a link to the online registration program which is used to sign-up for mid-point exam review sessions.

History

- 10** *Approved:* **Approved by UME Management**
April 30, 2019
- Approved by UMEC**
June 14, 2019