

DEPARTMENTAL POLICY

EXAM REVIEW

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Approval Authority Associate Dean, UME	
Implementation Authority Manager, Undergraduate Medical Education	
Effective Date April 30, 2015 (UMEC)	
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- Purpose** 1 Detail the exam review process.
- Scope** 2 This policy applies to all medical students.
- Definitions** 3
- UME means the Undergraduate Medical Education program at the Cumming School of Medicine, University of Calgary.
 - “MD” means Doctor of Medicine.
 - Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
 - Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - Confidentiality means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.
 - Student Inactive Files refers to records about a former medical student.
 - Student File refers to records about a current or former medical student held by UME.
 - Medical Student Performance Report (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.

- i. Canadian Resident Matching Service (CaRMS).
- j. FOIP refers to Alberta's Freedom of Information and Protection of Privacy Act.
- k. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
- l. Non-academic file refers to information of a personal nature of the medical student.
- m. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administrative Assistants and Coordinator and Program Supervisors.
- n. Student Academic Review Committee (SARC).
- o. Student Evaluation Committee (SEC).
- p. "Pre-Clerkship" means years one and two of the MD program.
- q. "Clerkship" means the third and final academic year of medical school.
- r. "Learning Management System" means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER.
- s. "OSLER" means Online Schemes, Learning and Education Resources.
- t. "IST means Independent Study Time.
- u. "ITER" means In Training Evaluation Report, 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 Students' performance.

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- 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 correct answers 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 received the grade of “Unsatisfactory” on an end of rotation summative examination will have the option to review the summative exam for that rotation. This review will be scheduled by student request to the UME evaluation team. The student will be provided with a copy of the exam, their answers, and the correct answers. 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(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).

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.

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
November 2021

Approved by UMEC
June 14, 2019