

## Summative Assessment Policy for Phases 1 -4

<b>Office of Accountability:</b>	Office of the Dean, Faculty of Medicine
<b>Office of Administrative Responsibility:</b>	Undergraduate Medical Education Office
<b>Approver:</b>	Undergraduate Medical Studies Committee
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### Definition

<b>Summative Assessment</b>	A process used to assess learner achievement at the end of a period of instruction.
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### Overview

The Undergraduate Medical Studies (UGMS) Committee, a standing committee of Faculty Council, has responsibility for “the overall policy of evaluation and the planning of the programs of studies leading to the M.D. degree”.

The Committee on the Accreditation of Canadian Medical Schools (CACMS) Element 9.8 requires that “A medical school has in place a system of fair and timely summative assessment of medical student achievement in each required learning experience of the medical education program.”

### Purpose

To outline the approach to summative assessment in Phases 1-4 of the undergraduate medical curriculum.

### Scope

Courses in the Undergraduate Medical Education (UGME) Program.

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### Policy

#### 1.0 Summative Assessment Requirements

- 1.1 All courses must have an assessment plan that is approved by the UGMS Committee. Each assessment plan shall include a description of the appropriate methods of assessment to be used and the exam schedule. Assessment plans must be distributed to learners during the first week of scheduled classes for each course.
- 1.2 All assessments and examinations must be in accordance with University Regulations (see Related Links).
- 1.3 Narrative description (CACMS Element 9.5) of learner performance, including non-cognitive achievement, should be included in the summative assessment plan for each required course wherever teacher-learner interaction permits this form of feedback.
- 1.4 All summative grades are to be released to learners within six (6) weeks of the completion of the course.

### Procedures

[Summative Assessment Procedure for Phases 1-3](#)

[Summative Assessment Procedure for Phase 4 Courses](#)

### Related Links

[University Regulations: Evaluation of Student Work](#)

[University Regulations: Final Examinations](#)

There is at least one previous version of this policy. Contact the [Policy Analyst](#) to view earlier versions.