

Subcommittee for Student Assessment

Date: 5/18/2011

Location: Theatre A

Attendees:

Ms. Amanda Marsh, Ms. Alison Pittman, Mr. George Beckett, Dr. Weldon Bonnell, Dr. Vernon Curran, Ms. Diana Deacon, Mr. Steve Pennell, Dr. James Valcour, Ms. Elas Winter

Apologies:

Dr. Tanis Adey, Dr. Barton Thiessen

1. Introductions

Dr. Curran indicated that there was a quorum present. Members introduced themselves and their area of representation for the committee.

2. Review of terms of reference

VC reviewed ToR as circulated. We report to UGMS at least twice a year, as requested by UGMS or by our request to UGMS. Monthly meeting. Term of appointment to committee: students for two years, Chair for two years, rest for three. Diana outlined method of obtaining and monitoring reliability data for MCQ exams via PET system. Data is reviewed by course chair and Diana to ensure that all problematic items are identified and dealt with according to policy requirements.

3. Meeting format / minutes format

Meeting template circulated.

Meeting format: once a month.

Students raised issue of meeting time, generally students and clinicians are better after 4 pm, and 4 - 5:30 is acceptable to most.

Wednesdays are acceptable if they do not conflict with monthly UGMS meeting.

ACTION:

1. Elas will check with all members re: preferred days from Tuesday to Thursday.
2. Schedule another meeting in third week of June.

4. Current policies on student assessment

Formative assessment and summative assessment (pre clerkship) policies circulated and reviewed. Question as to whether formative assessment policy applies to clerkship. In practice it has, but not clear if it happens consistently. Not a critical issue at this point for UGMS committee.

Summative policy has just gone through revision process at UGMS to address issues needing work, still some issues still being worked on. Specifically, the UGMS is asking the Subcommittee on Student Assessment to discuss and make recommendations on (1) online exam security and application of policy to this, (2) section 5 on program evaluation and need for reporting on all courses on an annual basis, (3) footnote on page one about exam blueprinting resources, (4) invigilation policy (being looked at by UGMS today). Committee should make sure that we review the proposed invigilation policy to determine areas that are problematic and/or not being followed so that recommendations can be brought to UGMS. UGMS brings policy forward for approval.

ACTION:

1. Members to review the proposed invigilation policy to determine areas that are problematic and/or not being followed. Will discuss at June meeting.

5. Policy issues

- a. Review exam review procedures with regard to security of the exam question bank.

UGMS seeking SSA feedback and recommendations about need for reviews of midterm exams and student challenge of exam items against realities of maintaining security and confidentiality of items in the bank. Students noted that they are not allowed to bring recording tools to midterm reviews or take materials away. Student questions about items within exam time caused significant problems during exams so they would not recommend that challenge cards are removed.

Systemic or procedural solutions to issues in this area would be valuable, as well as indications of issues that may not need intervention.

More philosophical issue raised about whether the concern about questions being out there is important enough in relation to what and how students learn, what types of questions we should ask besides MCQs. No immediate hurry for UGMS.

ACTION:

1. Dr. Valcour will review the pertinent section of the policy and bring feedback on challenge cards, problematic questions etc to the next meeting.

- b. Policies and procedures for invigilation of summative exams delivered online (Steve Pennell)

D2L system has proved to be very problematic as a delivery system for online exam, not suitable for our purposes. HSIMS meeting soon with PET about a better online delivery system. DELT's use of D2L was stopped by Senate because of invigilation issues.

Mr. Beckett indicated that the request from UGMS is specifically for us to review invigilation policy as it could relate to online examinations and make recommendations about how we could administer exams fairly. UGMS would also like the committee to consider areas of the curriculum where using online exams would be useful and appropriate to drive some change throughout the undergraduate medical program.

ACTION:

1. Mr. Pennell to take lead on policy issue with Dr. Curran and Ms. Deacon, and report to next meeting.
2. Ms. Deacon to contact Dr. Sussex, Pre-clerkship Chair, to arrange agenda item on use of online examinations in general for next pre-clerkship meeting.

- c. Implementation of Section 5 of the Pre-Clerkship Summative Assessment Policy on Program Evaluation

Requires annual report for all courses and clerkships to the Subcommittee on Student Assessment. Midterms that count for marks are considered summative.

ACTION:

1. Ms. Deacon to draft letter to send to course subject and clerkship chairs with report form (Appendix F in policy) after end of course or clerkship. Letter will be reviewed in next meeting.

- d. Student appeals of assessment

ACTION:

1. Dr. Curran to check on appeals process for next meeting.

6. Policy required

a. Summative Assessment (Clerkship)

A policy governing summative assessment for clerkship is required to ensure consistency and fairness across rotations. This policy would parallel the existing Pre-Clerkship policy.

ACTION:

1. Ms. Deacon to arrange meeting with Dr. Curran and Dr. Jason McCarthy, Clerkship Chair, to discuss.

7. Business Arising

Ms. Winter noted that students have expressed dissatisfaction with reading out of invigilation regulations before all exams and requested that they be put online. Committee members discussed suggestion that One45 could be used to send the policy to all students before first exam each year with a mandatory requirement to indicate that they have read and accepted the regulations. Agreement that this should be pursued for 2011-2012 academic year.

Minutes prepared by: Elas Winter

Minutes Approved: