

Student Assessment Sub-Committee Minutes

Wednesday, November 25, 2020 4:00 pm via WebEx

Attendees: T. Adey, V. Curran, S. Drodge, E. Maxwell, S. Pennell, P. Pike, C. Pye, B. Thiessen, E. Winter, K. Zipperlen

Regrets (in alphabetical order): H. Coombs, S. Dalley, M. Najafizada, S. Reid, C. Skanes, M. Wahl

Topic	Details	Action items and person
		responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made.	Call to order at 4:02 pm
Agenda review	No COI declared.	
 Review for COI 		
- Confirmation of Agenda	Agenda confirmed	
Review and approval of	It was MOVED by B. Thiessen and SECONDED by E.	
October 28, 2020 minutes	Maxwell to approve the minutes of the October 28, 2020	
	minutes as presented. MOTION CARRIED.	
1. Business arising:	1.1 Action Items:	
- Action items from		
October 28, 2020 meeting	The minutes of the September 23, 2020 meeting could	ACTION: Completed
- Vote for SAS Chair	not be approved as there were not enough voting	
	members in attendance who were also present at the	
	September meeting.	
	ACTION: K. Zipperlen to send out September minutes for	
	approval via e-vote.	
	E. Maxwell said the Phase 4s were asking that the score	ACTION: K. Zipperlen said there
	range from NBME not be released. K. Zipperlen agreed it	are no emails going out at this
	makes more sense to not release.	time, but she has made a note
	ACTION: K. Zipperlen to update NBME score email	for future reference.
	template as needed.	
	ACTION: K. Zipperlen will forward information regarding	ACTION: A. Haynes to speak
	the lack of submitted questions for the Phase 3 Theme 1	with the UCL and Discipline
	exam to S. Drodge, J. Gill and T. Adey.	Chair to reassign the teaching.
	ACTION: K. Zipperlen will organize a meeting for those	ACTION: K. Zipperlen said they
	willing to join a working group to discuss concerns around	have already met. S. Pennell
	EPAs and clinic cards. K. Zipperlen will update the	asked to be added to the
	Committee as necessary.	working group, and she will send
	,	him an invite to next meeting.
2. Standing Items	2.1 Phase 1-4 assessment updates:	Ţ.
-	Phase 1: P. Pike updated that they have had the Phase 1	
	Block 3 exam with good results.	
	Dhara 2. D. Thianna anid the continuous street and the continuous stre	
	Phase 2: B. Thiessen said there is no active teaching in	
	Phase 2 now.	



Student Assessment Sub-Committee Minutes

Wednesday, November 25, 2020 4:00 pm via WebEx

Phase 3:	S. Drodge not present during this portion of the
meeting.	

Phase 4: S. Reid was not present to report.

2.2 Student Matters

<u>Phase 1-3</u>: E. Maxwell raised student concern regarding students receiving the same information from different lecturers in a different format and asked it the lecturer's name could be associated with the questions on exams. P. Pike said there is an objective associated with each question and there is a process to review concerns regarding questions, and E. Maxwell said that was fine.

<u>Phase 4</u>: C. Skanes was not present to report, and E. Maxwell brought forward a concern regarding clinic cards on her behalf. Phase 4 students are wondering why clinic card comments are not used in ITARS, T. Adey said they are meant to be formative and not be cut and pasted into the ITAR. E. Maxwell said she will pass that along.

- **2.3** Assessment Monitoring and Evaluation K. Zipperlen asked about the invigilation rule regarding students leaving the room within the last 15 minutes of submitting their exams, and V. Curran recommended resending all rules regarding exams prior to writing.
- **2.3.1 2 and 3 Clinical Skills assessment report responses from Phase Leads** K. Zipperlen shared this information with the Committee.
- **2.3.2 Exam blueprints Phases 1 and 3** K. Zipperlen presented this document and highlighted areas to note.
- **2.3.3** Summative assessment marks report (Phases 1-3) K. Zipperlen presented this report.
- **2.3.4 Phase 4 progress test scores report** K. Zipperlen presented this report.

2.3.5 Review of written assignments and assessment tools K. Zipperlen reviewed this for the Committee.

ACTION: K. Zipperlen to resend regulations regarding online invigilated exam writing prior to exams.

ACTION: K. Zipperlen will look into data showing comparison of these scores with other Canadian medical schools.



Student Assessment Sub-Committee Minutes

Wednesday, November 25, 2020 4:00 pm via WebEx

3. New Business

3.1 Review of scrap paper use for remote exams

V. Curran explained that the use of scrap paper during online invigilation of exams is currently allowed as remote learning and exams are stressful for learners. The University President is also calling for a supportive learning environment. The use of scrap paper was previously approved by UGMS and V. Curran also presented this at the last Faculty Council meeting. However, faculty from one content area have brought forward continued concerns about maintaining integrity of exams. V. Curran consulted the national assessment network and found that 4 schools are not permitting the use of scrap paper with 1 having no policy. The Medical Council of Canada (MCC) was also consulted, and they are not permitting use of scrap paper during exams either. E. Maxwell voiced concerns over not allowing scrap paper, this change will be quite distressing for learners. Question whether MCC will adopt online proctoring long-term and if that will be applicable to current classes. E. Maxwell feels allowing scrap paper is unlikely to compromise exam integrity. T. Adey will bring to the Task Force by emailing Cathy Vardy and Paul Tucker to ask if the medical school may be permitted to in-person exams in January and if 80 students could spread out over 3 classrooms to write exams. It was decided to assume we move forward with online invigilation for January for now and be prepared to use the whiteboard feature of Proctorio.

It was **MOVED** by V. Curran and **SECONDED** by B. Thiessen to reverse the decision on allowing scrap paper use during online invigilated exams to align with other Canadian medical schools and the Medical Council of Canada. This will ensure the security of exams as well as help students prepare for future national examination practices. K. Zipperlen to email voting members to vote on this motion as there was no quorum at this point in the meeting. If approved, it will be brought to the December 16th UGMS meeting.

3.2 Biostats exam update (not discussed as no longer a concern)

ACTION: T. Adey to email C. Vardy and P. Tucker to ask about possibility of returning to in-person exams in January by distributing the 80 students over 3 classrooms.

ACTION: K. Zipperlen to email voting members regarding this motion.

ACTION: S. Pennell to set up tutorials for students on how to use whiteboard feature of Proctorio.



Student Assessment Sub-Committee Minutes

Wednesday, November 25, 2020 4:00 pm via WebEx

	3.3 Recommendations from curricular review	ACTION: Tabled for future meeting.
Next Meeting	To be determined	5:33 pm adjourned