

## ***Standards for student review and challenge of examination and assessment outcomes***

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**Approved by:** Undergraduate Medical Education Curriculum Committee

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In the UME program, final course grades are the sum total of two or more component grades. Each component grade is a mark derived from one or more examinations, written assignments, evaluation forms, or other assessments.

All assessments of students and the component grades that are based on them are initially considered to be “provisional,” meaning that they can be revised based on feedback from the student or for other reasons (miscalculations, etc.) The results of provisional assessments must be communicated to students in a timely manner (see the Standards for timely completion of student assessment and release of marks) by one means or another (e.g. posting on MedSIS, communication from the course director, etc.).

### **Opportunity for Informal Review (for provisional assessments and grades)**

Students must be given an opportunity to question or challenge these provisional assessments and component grades. This is considered “Informal Review of Assessments.”<sup>1</sup> Every course will allow students five business days to request an Informal Review after the grade or form has been made available. Note that students must always be advised of sub-standard performance as quickly as possible.

Informal Review requests should be submitted by the student directly to the course director in writing (including by e-mail). Course directors will respond promptly to such requests.

If a request for an Informal Review of an examination, evaluation, or component grade is submitted, the course director will determine the process by which the Review will take place. As a result of an Informal Review, the score on that assessment may be raised, be lowered, or remain unchanged. In all cases, the course director will provide a written decision to the student regarding the outcome of the Review (i.e., whether any changes have been made and why).

If as a result of student feedback or request for an Informal Review, an answer key, scoring system, or other aspect of the assessment procedures are found to require alteration, all affected students will be promptly notified that their provisional component grade(s) have changed.

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<sup>1</sup> Note: Informal Review is distinct from the submission of a Petition for Consideration on the basis of performance. A student may request an informal review of an assessment or grade if he or she has concerns about the appropriateness of the assessment results (i.e., if he or she believes that the mark received is incorrect due to reasons such as an error committed by the assessor, excessive and unreasonable expectations on the part of the assessor, etc.). By contrast, a Petition for Consideration may be completed by a student in order to advise the program of aggravating circumstances that may have negatively impacted his or her performance (e.g. illness) and that he or she hopes will be taken into consideration; Petitions must be submitted **before** the assessment result in question has been released, which is in contrast to the timing of the Informal Review.

After five days, if no request for an Informal Review of a provisional grade or assessment has been made by a student, that grade or assessment can be considered part of the student record, that is, it is no longer provisional and is instead deemed final (pending customary approval by the Board of Examiners, as required by the University Grading Practices Policy). At this point, any component grades calculated from “final” assessments can be used to contribute to the overall grade in the course.

**Opportunity for Formal Review (for final component grades and overall course grades)**

Students also have the right to request a Formal Review of component grades and/or the overall grade in a course after the grades have been deemed final (either before or after approval by the Board of Examiners). Requests for Formal Reviews must be submitted to the Faculty Registrar with appropriate documentation as determined by the Office of the Registrar. The Form to Request a Formal Review shall be made available on the UME website.

If a request for a Formal Review is granted the component and/or overall grade may, as a result of the Review, be raised, be lowered, or remain unchanged.

Note: Formal Reviews will not be undertaken lightly and will only occur if there are substantial and sufficient reasons to do so in the view of the course director concerned. Specifically, a Formal Review should be granted only if allowing a grade to stand unchallenged would be grossly unfair to the student concerned in the judgement of the course director and/or the Preclerkship/Clerkship Director as appropriate.