

Standards for the disclosure of component marks and final grades to students

Approved by: Undergraduate Medical Education Executive Committee

Date of original adoption: 3 August 2011

Date of last review: 3 August 2011

Date of next scheduled review: 3 August 2015

In every course in the Undergraduate Medical Education (UME) program, grades serve three purposes:

1. To provide feedback to the course director on the performance of individual students and the class as a whole;
2. To provide feedback to each student on his/her performance, both on course components and on each course as a whole; and
3. To record a summative determination of each student's performance in the course.

For the first and second purposes above, UME recognizes that for feedback to be useful, it should be timely and as detailed as possible.

Accordingly, all course components that contribute numerically to the calculation of the final grade in any course are recorded numerically (as a percentage) in MedSIS. The overall course grade is also recorded in MedSIS both numerically and by Credit/No Credit.

It is expected that in all courses, when reviewing student performance¹, course directors will consider the numerical results of their course's components and final grade, and will not restrict themselves to the CR/NC results.

Likewise, it is expected that students will be notified of their numerical score on every component that contributes numerically to the calculation of the final grade in every course and for every course as a whole. The timeframe within which this information must be released to students is mandated in the Standards for timely completion of student assessment and release of marks.

The third purpose listed above, that is, to record a summative determination of each student's performance, refers to transcripting. In contrast to feedback, transcripting is intended to provide limited detail. UME uses a Credit/No Credit transcripting convention, meaning that all official course outcomes recorded on transcripts and grade reports are recorded exclusively as "CR" or "NCR."^{2,3} No numerical results are provided on official documentation. Course component results are also not captured on official documentation, either numerically or otherwise.

Notwithstanding this provision, courses should take every opportunity to provide students with narrative feedback about their performance (see the Expectations for the provision of narrative feedback to students in UME).

¹ In accordance with UME policy statements, including but not necessarily limited to the *Statement on the timely review of student, course, and teacher evaluation data*, the *Standards for monitoring student completion of course requirements*, and the *Guidelines for course directors on the tracking and reporting of students in academic difficulty*.

² The transcripts of students who were enrolled when previous grading schemes were in force will continue to follow those schemes and will therefore deviate from this statement.

³ Certain other notations may appear in accordance with the University of Toronto Grading Practices Policy, including "IPR" (In Progress) for courses that are not complete or "NGA" (No Grade Available) when the grade has yet to be calculated or approved. #