

## **Student Assessment and Standards Committee (SASC)**

### **Terms of Reference**

**Name:** Student Assessment and Standards Committee (SASC)

**Authority:** A sub-committee of the MD Program Curriculum Committee, under the authority of the Vice Dean, MD Program.

**Purpose:** The committee is responsible for reviewing the student assessment and feedback methodology utilized by individual undergraduate courses/units.

The committee conducts analysis, reviews evidence and makes recommendations on issues of policy related to student assessment and feedback.

The committee is responsible for ensuring suitable methods of standard setting are established and reviewed on an ongoing basis throughout the curriculum.

**Membership:**

1. Co-Chairperson (Clinical Faculty) – appointed by the Vice Dean, MD Program for a period of three years, may be renewed twice
2. Co-Chairperson (Academic Faculty) – appointed by the Vice Dean, MD Program for a period of three years, may be renewed twice
3. Director of Assessments and Evaluations
4. Director of Student Assessment
5. Foundations Director
6. Clerkship Director
7. Chair, MD Program Test Committee
8. Faculty representatives from the Foundations courses and Clerkship rotations – appointed by the chairperson for a period of three years, may be renewed twice
9. Longitudinal theme representative
10. Remediation Coordinator
11. Faculty member at large
12. Education Scientists – PhD/EdD from the Office of Evaluations and the Wilson Centre, appointments may be extended at the discretion of the chairpersons
13. Student Representatives – elected by peers with two students representing each medical year, encouraged to serve as representatives for the duration of their undergraduate enrollment
14. Administrative Staff – from the Office of Assessments and Evaluations
15. Ex-officio representative from the Office of Student Affairs

**Actions:**

1. Review, evaluate and make recommendations regarding individual undergraduate course student assessment methodologies.
2. Provide consultation to course directors regarding issues of examination, student assessment and feedback.
3. Address ongoing student assessment issues affecting Undergraduate Medical Education at large and develop reports regarding such at the request of the Curriculum Committee and the Vice Dean, MD Program.
4. Foster and participate in research on assessment in undergraduate medical education.
5. Collaborate with the Office of Assessments and Evaluations, the Wilson Centre and the Office of Faculty Development, MD Program to improve the quality of student assessments.
6. Establish assessment standards for remediation, extra work and passing based on best available evidence for each assessment format and monitor student performance data to ensure appropriate achievement rates.
7. Establish and evaluate a mechanism for aggregating assessment data to inform standard setting and competency decisions.
8. Establish and evaluate overall standards for competency in each CanMEDs role as well as overall with respect to progress through the MD Program.

**Administration:** Administrative support is provided by the Data Analyst, Office of Assessments and Evaluations. Minutes of each meeting will be recorded and circulated to all committee members

**Reporting:** The committee reports through the co-chairperson (faculty) to the Curriculum Committee and to the Vice Dean, MD Program.

**Schedule:** The committee will meet monthly and at the call of the chairperson.

**Approved/**

**Amended:** January 19, 2016 by the MD Program Curriculum Committee; September 19, 2017; August 15, 2017; February 20, 2018