



### **Policy Title**

Timeliness of Grade Reporting

### **Identifier**

UofSCSOMG – ACAF – 2.05

<b>Prepared by:</b> Office for Academic Affairs	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 06/09/2022
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 06/13/2022
	<b>Effective Date:</b> 07/15/2022

### **LCME Standards**

9.8 Fair and Timely Summative Assessment

### **Scope**

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

### **Policy Statement**

Final module grades will be available to the student in Banner within 1 week of the completion of M1 and M2 modules. Final grades will be available to the student within 6 weeks of the end of a M3 or M4 clerkships, acting internships, elective and selective courses.

### **Reason for Policy**

The Liaison Committee on Medical Education (LCME) expects that “A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.”

### **Procedures**

#### **M1-M2 Biomedical Science Courses**

For M1 and M2 modules, final grades must be reviewed and approved by the Module Director. The Module Director will enter the official final grade (S, I, PF, or U) in Banner within 1 week of completion of the course. In addition to entering the grades in Banner, the following will be reported to the Director of Assessment by the Module Director within 7 calendar days upon completion of the module 1) all summative scores 2) final average 3) final grade and 4) Module Director comments. Per [UofSCSOMG – ACAF – 2.00 Grading System](#), if a student does not pass a module by receiving a grade of U, or I, the Module Director will notify the Director of Assessment, the Chair and Coordinator for Student Evaluation and Promotions Committee (SEPC), the Assistant Dean for Pre-clerkship Education, the Associate Dean for Student Affairs, and the Associate Dean for

Curriculum. The SEPC will discuss the case and will recommend an action to address the failure. Refer to Student Evaluation, Remediation, and Requirements for Promotion and Appeal Process.

Students should be directed to log in Self Service Carolina to view their final grade one week after the completion of the course.

All summative assessment scores, final average, and final grade will be posted in a central grade submission tracking system by the Assessment Coordinator, within 6 weeks upon completion of the module, as the official student record for the module.

During the module, the Module Directors may report unofficial grades to students in Canvas. Any grade entered in Canvas is considered unofficial and should be reported as points earned out of the total number of points available.

During the module, students will receive the following summative exam feedback for all M1 and M2 module exams administered in ExamSoft within 5 business days of summative exam completion:

- 1) Summative exam feedback report:
  - a) Category Performance
    - i) Objectives (Module level and Longitudinal)
    - ii) Organ Systems
    - iii) Primary Disciplines
  - b) Number of Questions per Category
  - c) Student Score (percentage)
  - d) Student Points
  - e) Class Average Score
  - f) Student's Name
  - g) Exam Statistics
  
- 2) The following options in ExamSoft should be enabled for generation of summative feedback reports:
  - a) Category Performance  
Magnifying Glass Icon
    - i) Objectives (Module level and Longitudinal)
    - ii) Organ Systems
    - iii) Primary Disciplines
  - b) Number of Questions per Category
  - c) Display Score (percentage)
  - d) Display Points
  - e) Average Score
  - f) Exam Taker Name
  - g) Statistics

### **EMT and Integrated Practice of Medicine (IPM) Courses**

For IPM I-IV, final grades must be reviewed and approved by the Module Director. The Module Director will enter the official final grade (S, I\_P, or U) in Banner within 1 week of completion of the course.

Students should be directed to log in Self Service Carolina to view their final grade one week after the completion of the course.

During the module, the Module Directors may report unofficial grades to students in Canvas. Any grade entered in Canvas is considered unofficial and should be reported as points earned out of the total number of points available.

### **M3-M4 Courses**

Clinical clerkship grades and narrative feedback are due to the Office for Academic Affairs no later than 4 weeks upon the conclusion of the clerkship. The Office for Academic Affairs will have 2 weeks to review and post grades and narrative feedback for student availability. Students should be directed to Oasis to view their grades 6 weeks after the course has ended.

A central grade submission tracking system in the Office for Academic Affairs is designed to track grade submission timeliness for the clinical courses and offer feedback to course directors regarding compliance with timeliness on an ongoing basis. Data from this tracking system may be reviewed semi-annually by the Associate Dean for Curriculum and the Senior Associate Dean for Academic Affairs.

For clinical evaluations, individual faculty and residents will receive up to two automatic individual notifications as reminders to complete the student performance evaluations. With the third and final reminder, the respective Clerkship Director and Vice Chair of Academics will be included on the notification.

### **Weighted Averages and Class Rank**

A student's cumulative weighted average will be posted in a central grade submission tracking system upon completion of the M1, M2 and M3 academic year. The ranking calculation will be run for M1 and M2 approximately 6 weeks after the completion of the academic year and approximately 14 weeks after completion of the M3 year. Rankings may change as off-cycle students complete their coursework.

A student's class rank will be posted in a central grade submission tracking system M1, M2 or M3 academic year.

### **Sanctions**

Any anticipated delay in grade submission must be pre-approved by the Office for Academic Affairs.

Module Directors who fail to submit module grades as outlined are subject for review by the Associate Dean for Curriculum and Senior Associate Dean for Academic Affairs and respective departmental Chair or Vice Chair of Academics.

Clerkship Directors who fail to submit clinical clerkship grades and narrative feedback within 4 weeks without approved notification are subject for review by the Associate Dean for Curriculum and Senior Associate Dean for Academic Affairs and respective departmental Vice Chair of Academics.

Individual faculty and/or residents who fail to comply to submit evaluations in a timely manner will be reported to the Clerkship Director, respective departmental Program Director (when applicable) and Vice Chair of Academics.

### **Additional Contacts**

Office for Academic Affairs  
Vice Chair of Academics  
Clerkship Director(s)  
Clerkship Coordinator(s)

### **Related Information**

UofSC School of Medicine Greenville Student Handbook  
UofSCSOMG – ACAF – 2.00 Grading System

## History

Date of Change	Change
June 2022	Clarified timing and expectations for EMT and IPM modules
July 2019	Clarified where students should access final grade, sanctions, and process for calculating class rank. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI