

## ***Standards for timely completion of student assessment and release of marks***

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

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**Date of next scheduled review:** 19 April 2015

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In every course in the UME program, each student component assessment (evaluation forms, examination results, etc.) must be released to the students *within four weeks* of the assessment completion of the activity to be assessed. Individual adherence to this deadline is to be monitored by the course director. Regardless of whether the course director elects to delegate this task to an administrative assistant, the overall responsibility for compliance remains with the course director.

The final grade in each course is to be recorded within MedSIS and must be made available to students *no later than six weeks* following the end of the course/rotation. Earlier notification is encouraged. In exceptional circumstances, an individual student's assessments and/or final course grade may be delayed; in this situation, the student must be notified of the reasons for delay. Under no circumstances should the release of assessments or grades to an entire class or group of students be delayed beyond the timeframes named above.

Students must be advised of sub-standard performance as soon as this information is available, and well in advance of the deadlines noted above.

Teachers or course directors who persistently fail to meet the four-week assessment deadline and/or six-week final grade deadline will be brought to the attention of their Department Chair and/or the Vice-Dean UME by the Registrar, the Preclerkship Director, and/or the Clerkship Director.