



University of the Virgin Islands School of Medicine

Policy Name and Section: <i>Formative and Summative Feedback for Students Policy</i>	Effective Date:	UVISOM Policy Number: <i>013</i>
Responsible Authority: <i>Chair, Department of Medical Sciences</i>	UVISOM Document where Policy Available: <i>UVISOM Faculty Handbook</i>	Approval Body and Date: <i>Executive Council, Self-Study Committee, Curriculum Committee March 2016</i>

Timeliness of feedback

In all courses and clerkships with a duration of four weeks or longer, faculty must provide students with formative feedback prior to the mid-point of the unit. This provides feedback on academic progress, and the opportunity for students to practice the skills needed to successfully complete summative assessments. These formative assessments must be described in the module or clerkship syllabus. Each clerkship director (or site director) will provide in-person and written formative feedback to the medical students at the mid-point of his or her respective rotation. A mid-clerkship evaluation form has been developed for this purpose.

Module and Clerkship directors will include a summary of formative assessment use, and any suggestions for modification, in their annual summary report to the Curriculum Committee.

Use of Narrative Feedback

UVISOM Faculty should provide narrative feedback of medical student performance in all modules and clerkships, where repeated interactions occur between individual faculty members and the students over time.

UVISOM values the development of collaborative and team-based skills in medical students. Therefore, narrative feedback should be provided to inform students of how well their instructors and peers feel they have achieved this. Medical students are required to work in small groups in all modules, and narrative evaluation will especially be used to document that students have demonstrated participation in, and contribution to, their team's collaborative work. Narrative evaluation of peer and self-assessment will include comments

on cooperative learning skills, self-directed learning, interpersonal skills, and teamwork. This will take place as a mid-module (for longer modules such as B1, Anatomy and Physiology) and/or end of module assessment.

Posting of Final Grades

Final grades must be submitted through the People-Soft (the student information system) within five weeks of the completion of a module or clerkship. The module and clerkship directors will be responsible for posting the grades in a timely manner. The UVISOM Registrar will monitor the posting of grades and notify the course directors and the Office of Academic Affairs of any delinquencies.