

**GRADING POLICY, YEARS 3 AND 4, REQUIRED CLERKSHIPS**

**ACADEMIC YEAR 2014-2015**

Assessment of Student by Clerkship Faculty: Clerkship Faculty member(s) complete a summary assessment of the student's performance at the end of the clerkship. These assessments are based on observing the student in the clinical setting.

Clerkship Director's Summary: The Clerkship Director completes a summary assessment of the student's performance at the end of the clerkship. This assessment is based on observing the student at regular meetings and talking with the Clerkship Faculty.

Education Director's Summary: The Education Director is responsible for reviewing the assessments by Clerkship Faculty and Clerkship Directors, interpreting narrative comments and determining final student clerkship grades.

NBME Clinical Subject Examination and/or COM Geriatrics exam: At the end of the clerkship, each student takes the respective NBME Clinical Subject Examination or the COM Geriatrics exam.

The NBME Clinical Subject Examination Norms for Examinee Performance tables available at the beginning of the academic year will be used throughout the entire academic year. All NBME percentile scores are determined and reported by the Office of Medical Education. The quartile used to calculate the percentile is determined by the number of weeks the student has completed in all clerkships.

COM Geriatrics exam scores warranting consideration for "honors" and "failing" clerkship grades will be identified in the Geriatrics syllabus.

Assessment of documentation requirements and required projects/activities:

The Clerkship Director is responsible for reporting and the Education Director is responsible for confirming that each student completes all documentation requirements for the clerkship.

The clerkship syllabus will clearly identify: 1) all required projects and activities to be completed during the clerkship, and instructions for completion; and 2) deadlines for completion of projects and activities. In addition, guidance about how the projects or activities will be evaluated and how that evaluation will be used in calculating the student's grade will be available in the syllabus.

The student will follow instructions in the syllabus regarding assignment submission and due dates. Some of the due dates may be early in the clerkship; some may be by the end of the clerkship. Students may be required to submit assignments to the Education Director, the Clerkship Director and/or the Clinical Faculty. The student will follow

instructions in the syllabus regarding method of upload to Blackboard (Safe Assign, Assignment).

For assignments due by the end of the clerkship, the student will submit these through Blackboard by 5 p.m. on the last day of the Clerkship. All submissions are final when submitted to Blackboard. If the syllabus allows for feedback and revision of assignments, it must be done according to instructions in the syllabus and prior to uploading to Blackboard.

If Blackboard is “down”: The student may send an email to the Education Director with assignments attached as a “Back-up” method in case of electronic upload issues. The student is still required to upload to Blackboard when the system is available, and assignments will not be accepted for credit until this has been accomplished. The version that is sent to the Education Director must be the same version that is submitted to Blackboard, and must be sent by 5 p.m. on the last day of the Clerkship.

Demonstration of clerkship-specific competencies:

The clerkship syllabus will clearly identify: 1) the clerkship-specific competencies that students are expected to demonstrate; and, 2) who will determine whether the student has achieved the expected competency.

**Clerkship Grading Criteria:**

FSU COM has established that students will receive a final grade of “honors” “pass” or “fail” for their performance on the clerkships and has adopted the following criteria for assigning clerkship grades. Note: When the term, “end of the clerkship” appears below, that connotes 5:00 PM, local time, on the final Friday of the clerkship.

Honors Criteria:

A student will receive a grade of “Honors” if the Education Director determines that each of the following has been achieved during the clerkship:

- 1) Consistently demonstrates professional behavior throughout the clerkship; **AND**
- 2) Consistently demonstrates a high level of clinical skills during the clerkship, **OR**, makes a substantial improvement in clinical skills to achieve a high level during the clerkship; **AND**
- 3) Consistently demonstrates a high level of content knowledge in the discipline during the clerkship, **OR**, makes a substantial improvement in content knowledge in the discipline to achieve a high level during the clerkship; **AND**
- 4) Scores at or above the 75th percentile for NBME shelf exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above a pre-determined Honors-level on the COM Geriatrics exam; **AND**
- 5) Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for “honors” stated in the syllabus);

**AND**

- 6) Demonstrates all required clerkship-specific competencies; **AND**
- 7) Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
- 8) Receives satisfactory patient and staff evaluations.

**Pass Criteria:**

A student will receive a grade of “Pass” if the Education Director determines that each of the following has been achieved during the clerkship:

- 1) Consistently demonstrates professional behavior throughout the clerkship; **AND**
- 2) Consistently demonstrates an acceptable level of clinical skills during the clerkship, **OR**, makes a substantial improvement in clinical skills to achieve an acceptable level during the clerkship; **AND**
- 3) Consistently demonstrates an acceptable level of content knowledge in the discipline during the clerkship, **OR**, makes a substantial improvement in content knowledge in the discipline to achieve an acceptable level during the clerkship; **AND**
- 4) Scores at or above the 10th percentile for NBME shelf exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above a pre-determined Pass-level on the COM Geriatrics exam; **AND**
- 5) Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for “pass” stated in the syllabus; **AND**
- 6) Demonstrates all required clerkship-specific competencies; **AND**
- 6) Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
- 7) Receives satisfactory patient and staff evaluations.

**Fail Criteria:**

A student is at risk to receive a grade of “Fail” if the Education Director determines that he/she:

- 1) Demonstrates a pattern of unprofessional behavior during the clerkship; **OR**
- 2) Demonstrates an unacceptable level **OR** fails to improve clinical skills to an acceptable level of clinical skills by the end of the clerkship; **OR**
- 3) Demonstrates an unacceptable level (or fails to improve to a satisfactory level) of content knowledge by the end of the clerkship; **OR**
- 4) Scores below the 10th percentile for NBME Clinical Subject Examination retake using reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores below a pre-determined Pass level on retake of the COM Geriatrics exam; **OR**
- 5) Fails to complete and submit all required clerkship projects and activities by the stated deadline **OR** demonstrates an unacceptable level of project performance; **OR**
- 6) Fails to achieve required clerkship-specific competencies; **OR**
- 7) Fails to complete patient log expectations by the end of the clerkship; **OR**
- 8) Receives unsatisfactory patient and staff evaluations.

The Education Director may request a deviation from these Grading Criteria if he/she feels that “extenuating circumstances” exist. In these situations, the Education Director presents the situation and suggests an alternative grade to the other Education Directors. The Education Directors will decide by majority vote if the situation justifies a deviation from these Grading Criteria, and whether the suggested alternative grade is appropriate. These decisions by the Education Directors will be recorded in the meeting notes, and noted in the Education Director’s Summary.

“Extenuating circumstances” includes the situation where student performance on the clerkship is seen as exemplary, but his/her NBME Clinical Subject exam score is between the 72<sup>nd</sup> and 75<sup>th</sup> percentile. In this situation, the Education Director may request that the student receive an “honors” grade. The Education Directors will decide by majority vote whether the request is appropriate. No student who scores below the 72<sup>nd</sup> percentile on the initial NBME Clinical Subject Exam will receive an “honors” grade for the clerkship.

Students who feel an error occurred in determining the grade have the right to appeal the grade. Details on grade appeals are located in the Student Handbook.

NOTE: Student behavior that is judged to be egregious or extremely unprofessional (examples: lying, cheating, repeated unexcused absences or tardiness, etc.) may result in the immediate dismissal of the student from the clerkship by the Educational Director or Regional Campus Dean. Students dismissed from a clerkship will be referred to the Student Evaluation and Promotions Committee.

### **Criteria for a temporary grade of “IR” (“IR”=Incomplete, pending Remediation)**

#### **1. Initial failure of NBME Clinical Subject Examination or COM Geriatrics exam:**

A student who fails the initial attempt at the NBME Clinical Subject Examination (CSE), but performs at the “pass” level in all other aspects of the clerkship, will receive an initial clerkship grade of “IR.”

The student will be given one opportunity to retake the CSE to achieve a passing score. This retake should occur within 90 days from the date the student is notified that he/she has failed the initial CSE. The date of the retake is determined by the student and the Regional Campus Dean, after determining that the resources needed to administer the CSE exam are available.

A student who fails the initial attempt at the COM Geriatrics Exam, but performs at the “pass” level in all other aspects of the clerkship, will receive an initial clerkship grade of “IR.” The student will be given either one opportunity to retake the COM Geriatrics Exam, or at the discretion of the Education Director, may be required to take and pass an oral examination on Geriatrics content. The date of the retake or oral examination is

determined by the student and the Education Director for Geriatrics, after determining that the resources needed to administer the retake or oral exam are available.

If a passing score is achieved on the retake examination (or, oral exam), the initial “IR” grade will be changed to a grade of “Pass.” A student who fails the initial exam cannot achieve an “Honors” grade regardless of the score on the retake exam.

If a student does not pass the retake examination (or, oral exam), the original “IR” grade will be changed to a grade of “Fail.”

**2. Failure to successfully complete one or more *remediable* clerkship objectives/competencies by the end of the clerkship:**

Students are expected to achieve all clerkship objectives and competencies by the end of the clerkship. The Clerkship Director and the Education Director will monitor and affirm that clerkship objectives and clerkship competencies have been achieved.

In certain situations, a student may achieve most, but not all of the expected objectives and competencies. If in the opinion of the Education Director, the student performance in all other areas of the clerkship has been satisfactory and the student may reasonably be able to complete the remaining objectives/competencies soon after the end of the clerkship, the Education Director may assign an initial clerkship grade of “IR” to the student in lieu of assigning a grade of “Fail.” Examples of these situations include: 1) A student who is unable to satisfactorily complete and turn in a required project by the deadline as outlined in the syllabus; 2) A student who does not complete patient log expectations by the end of the clerkship; or 3) A student with a recognized clinical deficit that can be quickly remedied.

Students who receive an initial clerkship grade of “IR” for these non-exam performance reasons should be notified immediately by the Education Director, who will also report this action to the Student Evaluation & Promotion Committee (SEPC).

The Education Director will determine what is necessary to satisfactorily complete clerkship objectives and competencies, and the timeframe for completing them. The Education Director will work with the Clerkship Director and the Regional Campus Dean to implement this remediation. Remediation of this “IR” grade must be completed by an agreed-upon date negotiated with the Education Director.

The initial “IR” grade will be changed to a grade of “Pass” if successful remediation occurs by the agreed-upon date. A student who receives an initial “IR” grade cannot achieve an “Honors” grade regardless of his/her NBME Clinical Subject Examination scores or clinical evaluation from the Clerkship Faculty.

The original “IR” grade will be changed to a grade of “Fail” if a student does not successfully remediate the clerkship objectives/competencies by the agreed upon date.

**3. Grades in situations due to circumstances beyond student control.**

Students who do not complete all clerkship objectives/competencies due to an inability to participate in clerkship activities because of illness, injury, family emergencies, etc., will be given an initial grade of “I.”

When clerkship deficiencies have been resolved and all clerkship objectives/competencies completed, this initial “I” grade may be changed to an “Honors,” “Pass,” or “Fail” grade.

In order to comply with LCME standards for grade reporting, students must be assigned a clerkship grade within 6 weeks from the end of the clerkship. On rare occasion, a key assessment of student performance (Clerkship Faculty assessment of student, NBME Clinical Subject Exam result, etc.) may not be available by the 6 week deadline. In that situation, the student will be given an initial grade of “I.”

When all key assessments are available, this initial “I” grade may be changed to an “Honors,” “Pass,” or “Fail” grade.

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**GRADING POLICY, YEARS 3 AND 4, ELECTIVE ROTATIONS**

**ACADEMIC YEAR 2014-2015**

Similar to the grading policy of all required clerkships, the FSU COM has adopted an Honors/Pass/Fail grading system for all clinical electives.

All grades for elective rotations completed by students during the third or fourth year will be assigned by the Regional Campus Deans.

For FSU COM electives, the "Evaluation of Student Performance: Elective Rotation" form (Version 2013-2014) will be utilized.

When this form is completed and returned, the student will be graded by applying these guidelines:

**HONORS:**

The student will receive an HONORS grade when:

1. The student is rated at a 3 level in both Knowledge **AND** Professionalism; **AND**
2. The student receives more ratings of 3 than 2; **AND**
3. The student receives no rating less than 2.

**FAIL:**

The student will receive a FAIL grade when:

1. The student receives a rating of 1 in Professionalism; **OR**
2. The student receives a rating of 1 in more than two categories.

**PASS:**

The student will receive a PASS grade when the ratings fall in between the guidelines for HONORS and FAIL.

The Regional Campus Deans will also take the evaluator's narrative comments into consideration when assigning the final grade. If compelling, these comments can move a grade up or down one level.