

Policy on Provision of Formative Feedback

OBJECTIVE

To ensure that faculty provide formative feedback to students to allow them an opportunity to self-assess their own performance in the course or clerkship prior to summative assessment.

LCME ELEMENT – 9.7 Mid-term Formative Feedback

The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship.

SCOPE & APPLICABILITY

Formative feedback must be provided for all required courses and clerkships, that are four weeks in duration or longer, in a timely manner to allow sufficient time for remediation prior to summative assessment of student performance.

POLICY

Clerkships

- Clerkship directors or designated faculty must complete the midterm student performance evaluation forms via OASIS around the mid-point of the clerkship as a way of documenting formative feedback to students. Ideally, clerkship directors or designated faculty will meet with students individually and in person.
- Midterm formative feedback must include narrative descriptions of adequate detail, in verbal or written form, and should address students' strengths, areas in need of improvement, and opportunities for academic and professional growth.

Courses

- Course directors determine the time and frequency of formative feedback, however, feedback must be provided in a timely manner to allow sufficient time for remediation.
- Course directors determine the format of formative feedback, which may include a variety of methods such as, but not limited to: exams, individual assignments, practice questions, group activities, quizzes, class discussion, self-assessments, and face-to-face feedback discussions.

COMPLIANCE MONITORING

- Course and clerkship directors document, through the course/clerkship annual report, the forms of formative feedback students were provided.
- The Office of Assessment and Quality Improvement submits a report to the Council on Evaluation and Council on Curriculum that documents the percentage of students who received formative feedback in all clerkships.

- Council on Evaluation and Council on Curriculum review compliance annually.

POLICY ADMINISTRATION

Responsible for policy: Council on Evaluation

Responsible for tracking compliance: Office of Assessment and Quality Improvement

Date policy passed by Council on Evaluation: September 13, 2017

Date Approved by Coordinating Council: September 26, 2017

Date of next review: September 2020