



UT Health Science Center: COM-G07 Assessment Processing and Grade Release Procedure (Guideline) - COM Medical Education	
Version 1	Publication Date: 02/03/2025

No./Title: COM-G07/ Assessment Processing and Grade Release Procedure (Guideline)	Resp. Office: Medical Education Approval Body: CUME	Effective Date: 01/27/25
Category: COM/UME	Last Review: N/A	Next Review: 01/27/28
Contact: Michael Whitt, Ph.D. Assoc. Dean for Medical Education	 901-448-4634	 mwhitt@uthsc.edu
Related Policy: N/A		

The following steps will be taken following each assessment to ensure timely rekeying decisions and release of assessment grades to the students:

- 1) After the last group of students have taken the exam on the scheduled exam day (which excludes students who have been given permission to delay taking the exam), the assessment reports will be run and released to the Course/Module Director(s) and to all faculty that taught content tested on the assessment.
- 2) The same day, after receiving the reports, the Assistant Deans for the pre-clinical curriculum will utilize the rekeying guidelines (COM G06) to identify any questions that should be considered for re-keying based on the question analytics provided in the Item Analysis Report. The Assistant Deans will provide the summary of questions that must be considered for rekeying to the Course/Module Director(s) and to all faculty that taught content covered on the exam; that summary will include the identity of the faculty member responsible for covering the material tested for each question identified.
- 3) After receiving the Assessment reports and the list of questions that must be considered for rekeying, the faculty will be given a deadline of **two working days** to respond regarding the need for rekeys; if no response is received within that timeframe, rekeying decisions will be made by the Course/Module Director(s), in consultation with the Assistant Deans. If there is a disagreement between the faculty member and the Course/Module Director(s), the Assistant Deans will be consulted in an effort to resolve the conflict. The ultimate decision on question rekeys will be made by the Course/Module Director(s). The Course/Module Director(s) will notify the Assistant Deans of all rekeying decisions on the day that those decisions are finalized.
- 4) Grades will be released to the students on the **third working day post assessment** unless there are one or more students that have not yet taken the exam. Once all students have taken the exam, the grades will be released to the students.
- 5) On the day of grade release, the Course/Module Director(s) will notify all faculty teaching in the course and the preclinical academic deans that grades have been released and will provide a listing of all rekeys made as well as a listing of other questions identified as problematic and that should be edited before re-use.

Exceptions:

UT Health Science Center: COM-G07 Assessment Processing and Grade Release Procedure (Guideline) - COM Medical Education	
Version 1	Publication Date: 02/03/2025

*If one or more students are given permission to delay taking the exam by 5 business days or more, grades will be released to students no later than 72 hours after the scheduled exam day as described in step 5 above.

**In the unusual event that 25 or more students (~15% of the class) must delay taking the exam, the Assessment Reports will not be run on the schedule outlined above. Instead, the Senior Assistant Dean for the Preclinical curriculum will determine when the reports will be run; once the reports are run, the procedure will be followed beginning with step 2 above.

APPROVAL HISTORY

Effective: 01/27/25

Revised: N/A