

EVALUATIONS

I. PASS/FAIL POLICY

The UCLA School of Medicine currently has a strictly pass/fail grading system for all four years. Each clerkship has a clinical component and a final exam. Students are evaluated by their clinical performance and final exam scores. Students must pass both components in order to pass the clerkship. Clinical performance is rated using the attached standardized evaluation form.

If a student fails the entire clinical portion of a clerkship, then the student must repeat the clerkship. If the student fails a component of a clerkship, then they may be required to do additional work. Remediated work to pass a clerkship is counted as part of the original course and no additional weeks of credit will be awarded. If a student fails the final exam, then the student must retake the final exam as outlined below.

II. RETAKING AN EXAM

A student must retake and pass a failed clerkship final/exam. The student has three months from the time of notification to retake the exam. If the student fails the exam a second time, then the student fails the clerkship and must remediate in a clinical rotation of 2 weeks to the length of the course. Remediation length and content are to be determined by the Course Chair) Subinternship rotations or any 400-level courses will not qualify.

At the end of the remedial weeks, the student must retake the clerkship final exam and must pass it in order to pass the clerkship. If the student fails a third time, then the student must meet with the Dean of Student Affairs and the Promotions Committee will evaluate his or her academic standing. The remedial weeks may not count for elective credit.

III. LETTERS OF DISTINCTION

The Letter of Distinction is an opportunity for faculty members to distinguish a student who has demonstrated extraordinary performance in any of the required core clinical clerkships. Only truly remarkable performance will be recognized; merely performing ahead of peers and being the best competitor should not suffice.

Letters of Distinction will be awarded only in required clerkships of three weeks' duration or longer. These Letters should be as specific as possible regarding the nature of the student's accomplishment. Letters of Distinction may be cited in the Dean's Letter accompanying internship and residency applications, but will be excluded from the medical school transcript.

There is no minimum or maximum number of Letters awarded in any given clerkship (i.e., several letters or none may be awarded). However, approximately 116 Letters of Distinction were written on behalf of members of the Class of 1997.

Decisions on awarding Letters of Distinction will be made by clerkship committees. Responsibility for writing the Letters of Distinction rests with the Course Chair or Site Director, who will consult with other faculty as appropriate.

IV. FEEDBACK TO STUDENTS

Clerkships are responsible for providing students with meaningful written descriptions evaluating performance in the clerkship. Narrative descriptions will be prepared for all students by the clinical clerkships.

In the case of failing or marginally passing performance, written **and** verbal feedback is required. A description of the nature of the concern must be reported to the student and to the Student Affairs Office. Students should be informed by their course instructors of difficulties *as soon as they arise*, so that they have an opportunity to improve their performance. Clerkship Site Directors should meet with students whose performance is marginal or failing. In these meetings, the student's problems should be discussed and plans for improvement developed.

All performance descriptions must be provided to the Student Affairs Office within six weeks of the conclusion of the clerkship. However, the Student Affairs Office will be notified within one week in the case of students whose clinical performance is failing or marginally passing. Evaluations may be reviewed *in* the SAO. Evaluations may not be removed from the Office and copies cannot be made.

If students experience academic difficulty on a clerkship, this information will be relayed to the Associate Dean for Student Affairs, who in turn may notify course chairs or site directors on future rotations when appropriate. It is expected that the course chairs and site directors will treat this information with appropriate discretion.

V. DEAN'S LETTER

UCLA has a strictly pass/fail evaluation system. Therefore, much more importance is placed on the comments that faculty and residents write concerning the student's performance. An example of the evaluation form used is included. Comments may be used in the Dean's Letter for applying to internships and residencies.

VI. EVALUATION FROM STUDENTS

Medical students are responsible for providing evaluation as requested through the School of Medicine standardized evaluation program. The data collected is used in the aggregate to evaluate courses, curricula, and faculty and the data are reported back to Course Chairs for use in improving teaching and rotations. The time and tools should be provided to the student for critiquing the instructional program, and it is incumbent on the student to provide the information for assessment. Constructive criticisms as well as positive recognition will be appreciated.