

ELM Assessment Sub-committee

(A) TERMS OF REFERENCE

1. The overall purpose of the committee is to ensure continuing improvement in the quality of student assessment within ELM.
2. In consultation with the MB ChB Assessment Sub-committee develop policy on Assessment within the Early Learning in Medicine (ELM) curriculum.
3. To report to the MB ChB Assessment Sub-committee on matters relating to the implementation of policy on Assessment within the Early Learning in Medicine (ELM) curriculum.
4. To report to the Curriculum Sub-committee ELM relating to the development and implementation of assessment in the ELM component of the MB ChB programme.
5. To develop and implement assessment practices for Years 2-3 of the Medical Programme that recognise assessment as an important determinant of learning, and which facilitate processes that enable students to achieve those qualities defined in the graduate profile.
 - a. To foster formative assessment and feedback as a core activity of teaching staff.
 - b. To provide assessment data for consideration by the ELM Student Progress Committee and the Board of Censors.
 - c. To ensure that all formative and summative assessments are of appropriate quality. This will include evaluation of feasibility, reliability, validity, educational impact, and interpretation of results.
 - d. To ensure methods of assessment are sufficient such that students who do not achieve specified levels of competence are identified as early as possible.
 - e. To ensure that assessment practices are linked to the programme outcomes.
 - f. To ensure methods and processes of assessment are consistent with the University of Otago Senate Policy on Assessment of Student Performance (Principles and Guidelines), and any other relevant additional Medical School policy.
6. To liaise with other groups delegated to implement assessment, such as the Boards of Censors, the ALM Written Common Component Examination Sub-committee and ALM OSCE Common Component Examination Sub-committee, and other groups as necessary, to ensure continuity and appropriate overlap of assessment.

(B) MEMBERSHIP

The sub committee will have at least one member from each of the 4 Schools of the Otago Medical School

1. The Associate Dean of Medical Education, School of Biomedical Sciences
2. The Convenor or representative of the School of Biomedical Sciences
3. The Convenor of the Integrated Cases Programme
4. The Convenor of the Early Professional Experience Programme
5. The Convenor of the Clinical Skills Programme
6. The ELM Assessment Convenor
7. The ELM Medical Education Advisor
8. The MB ChB Assessment Manager
9. The ELM Assessment Administrator
10. The Director of the ELM Programme (ex officio)
11. The Director of the Medical School Education Unit (ex officio)
12. The Chair of the MB ChB Assessment Sub-committee (ex officio)
13. The Chair of the ALM Written Examination Sub-committee (ex officio)
14. The Chair of the ALM OSCE Sub-committee (ex officio)

(C) APPOINTMENT OF MEMBERS

1. The Chair of the Committee shall be appointed by the Director of MB ChB.
2. Additional members may be co-opted as necessary.

(D) MEETINGS

Shall be as necessary, at least six times per year.