



Office of Medical Education
Division of Academic Affairs
Brody School of Medicine
East Carolina University

SOP #	8.4.1.1
Version #	2
Implementation Date	01.01.2020
Last Reviewed/Update Date	01.15.2020
Approval by ECC	01.16.2020

Heading: Assessment System: Performance Reporting

SOP Title: Assessment System: Performance Reporting

Rationale

In order to monitor student performance on institutionally created assessments, a process for performance reporting has been created. The performance reporting data will be shared with all Deans and their designees within the Division of Academic Affairs at BSOM. This performance reporting will be used to help identify and provide resources to students who may need remediation.

Scope

This Standard Operating Procedure affects all staff and faculty members of the Brody School of Medicine who administer or participate in the leadership and grading of courses that administer institutional assessments in the foundational phase of the curriculum. It outlines the procedures for performance reporting for all institutional quizzes and exams. The SOP also establishes expectations for key stakeholders regarding required timeframes of when data updates will be completed, and when identified individuals will have controlled access to this information.

Definitions

OME: Office of Medical Education

Curriculum Mapping Specialist: Office of Medical Education Staff member who is responsible for the collection of all institutional assessment data.

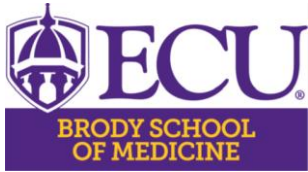
Foundational Phase: The first 20 months of the BSOM curriculum.

Institutional Assessments: Instructor created blended exams and quizzes.

Procedures for Compiling Performance Data

Curriculum Mapping Specialist:

- Within seven calendar days of a completed quiz or exam, performance data from ExamSoft will be exported into a Microsoft Excel worksheet.
 - The worksheet will be formatted and password protected.
- The protected worksheet will be loaded into a predetermined Microsoft Teams folder.
- An email notifying specific parties will be sent indicating that new data has been uploaded for their review.



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SOP #	8.4.1.1
Version #	1
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Responsibilities

Curriculum Mapping Specialist:

- Curriculum Mapping Specialist will follow the Performance Reporting Process outlined above.
- To ensure that only specific parties have access to this data and it is stored in a FERPA compliant manner, a password protected spreadsheet to be shared with the following roles/offices:
 - Senior Associate Dean – Division of Academic Affairs
 - Associate Dean for Admissions – Office of Admissions
 - Associate Dean for Diversity and Inclusion – Office of Diversity Affairs
 - Associate Dean for Student Affairs – Office of Student Affairs
 - Assistant Dean for Diversity and Inclusion – Office of Diversity Affairs
 - Assistant Dean for Student Development and Academic Counseling – Office of Student Development and Academic Counseling
 - Associate Dean for Curricular Innovation in Medical Education – Office of Medical Education
 - Assistant Dean of Medical Education Outcomes and Assessment – Office of Medical Education
 - Chairs-Promotion and Review Committees

Procedures for Implementation and Review

This procedure will be reviewed and approved by the curriculum committees, including the Executive Curriculum Committee, M1 Curriculum Committee and M2 Curriculum Committee.

Related Policies

None

Applicable Laws, Regulations & Standards

LCME Standard 8, Element 4
LCME Standard 9, Element 4