

Texas Tech University Health Sciences Center  
School of Medicine  
SOM OP 30.01, Grading Policy  
Appendix E

## Adhering to SoM Requirements for Fair and Timely Grade Assignment

Instructions for Clerkship Directors and Coordinators  
Approved: CEOG September 7, 2018

Background: LCME Element 9.8 states that a medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship. Although the LCME requirement states that grades must be available in 6 weeks of the end of a clerkship, the SoM in SOM OP 30.01: Grading Policy states that: "The Clerkship Director in each department is responsible for ensuring that grades are assigned in a timely manner. Grades should be submitted to the Office of Student Affairs within ~~two~~ (21) days

grading (in Examsoft) within 48 hours of receipt of patient notes. Clerkship coordinators enter SP grades into Examsoft within 48 hours of receipt of responses.

Clerkship	Day of OSCE	Grades due
Family Medicine	Wednesday, Week 8	Wednesday of next week
Internal Medicine	Wednesday, Week 8	Wednesday of next week
Obstetrics & Gynecology	Tuesday, Week 8	Thursday of next week
Pediatrics	Monday, Week 8	Monday of next week
Psychiatry	Friday, Week 7	Tuesday of next week
Surgery	Tuesday, Week 8	Tuesday of next week

Element 9.8 Fair and Timely Grading Timeline