

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

SUBJECT: Narrative Assessment

I. PURPOSE AND SCOPE

- A. To provide students with narrative assessment of their performance, including non-cognitive achievement, as a component of the assessment in each required course and clerkship whenever the teacher/learner interaction permits this form of assessment.
- B. To ensure the University of Houston College of Medicine complies with Liaison Committee on Medical Education (LCME) accreditation standards for the medical education program, including LCME Standard 9.5.

II. BACKGROUND

Narrative assessment is an important aspect of the measurement of the cognitive and non-cognitive performance of medical students. It can be incorporated into either formative or summative evaluations and is valuable as a source of data for student feedback.

III. POLICY

- A. Courses and clerkships should provide all students with a narrative assessment of his/her performance whenever feedback data is available through:
 - 1. Formative or summative rubric-based assessments that require ratings of “below expectations” or “far exceeds expectations”
 - 2. Summative assessment of trajectories from a series of formal formative feedback assignments and/or summative evaluations with quantitative, written, or verbal assessments
- B. The following course/clerkships are required to provide students with both formative and summative narrative feedback:
 - 1. Pre-clerkship courses when appropriate
 - 2. Longitudinal Primary Care course
 - 3. All required clerkships
- C. The narrative assessment should:
 - 1. Feedback that is consistent and uniform across students
 - 2. Based on domains appropriate to the course and longitudinal interaction, such as collaboration, interpersonal skills, oral and written communication skills, professionalism, and contribution to sessions.
 - 3. Be linked to the UHCOM’s Competencies and Educational Program Objectives.
 - 4. Address both the student’s strengths and opportunities for improvement, citing examples whenever possible.

IV. MONITORING OF THIS POLICY

- A. Course and Clerkship Directors are responsible for obtaining narrative assessments as agreed-upon by the Clerkship Subcommittee, Curriculum Committee, and Office of Student Affairs.
- B. Members of the Clerkship Subcommittee, Curriculum Committee, and Office of Student Affairs will monitor narrative assessments annually.

V. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Narrative assessment	Written comments from faculty that assess student performance and achievement in meeting the objectives of a course or clerkship.
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