

 <b>SCHOOL OF MEDICINE</b> OFFICE OF EDUCATION	<b>Title: Request of Re-Score of Performance Assessment Procedure</b>	Review Frequency: 3 year	<b>Effective Date:</b> 07/01/2025
	<b>Document Category / Document Type:</b> Unique/Procedure	Doc Control #	N/A
		Revision #	1

## 1.0 Purpose/Objectives.

- 1.1. The purpose of this procedure is to outline the steps for requesting a re-score of a performance assessment through the office of Assessment & Learning (A&L)

## 2.0 Scope.

- 2.1. This procedure applies to all medical students
- 2.2. The Executive Director of A&L oversees compliance with this procedure.

## 3.0 Content.

- 3.1. Requests for re-scoring of performance assessment can be made to re-score a communication score, clinical skills score, or both.
- 3.2. Re-scores must be requested within **10 business days** of score release (either electronic score release or physical paper checklist score release, whichever comes first).
- 3.3. When a re-score occurs, the entirety of the encounter is scored, not just the point of contention. As a result, re-scores may be higher or lower than initial scores and other changes to scoring may occur beyond the point of contention.
- 3.4. Once a re-score has occurred, the outcome of the re-score is the final score and may no longer be challenged.
- 3.5. To request a communications re-score, the following steps must be taken:
  - 3.5.1. You must review your NMCCS score in your A&L file, then watch your encounter in A&L, then identify a specific domain where you disagree with the score you were given.
  - 3.5.2. You must then contact the Executive Director of A&L by e-mail with the specific section of the NMCCS where you feel you were incorrectly scored
- 3.6. To request a clinical skills re-score, the following steps must be taken:
  - 3.6.1. You must review your clinical skills score in your A&L file, then watch your encounter in A&L, then identify the skill(s) you feel you performed correctly but were not given credit for.
  - 3.6.2. You must then contact the Executive Director of A&L by e-mail with the specific skill(s) you feel were incorrectly scored
- 3.7. Upon receipt of an appropriately created request for re-score, the Executive Director of A&L will:
  - 3.7.1. Assign two standardized patient (SP) training specialists to review and regrade the entire encounter
  - 3.7.2. The Executive Director of A&L will settle any disparities between the two grades
  - 3.7.3. The resultant grade will be the final grade

## 4.0 Procedure Updates

- 4.1. The Executive Director and Assistant Director of A&L as well as the Standardized Patient Program Manager will review this procedure every 3 years and ensure it is up to date.

## 5.0 Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Document Owner	a. Oversee compliance with this procedure.
Document Owner	a. Participate in review of this procedure

## 6.0 Records. Applicability/Retention.

Performance assessment scores and videos are maintained by the Office of Assessment & Learning

## 7.0 External Reference(s).

None

## 8.0 Internal Reference(s).

None

## 9.0 Definitions.

A&L: Assessment & Learning

SP: Standardized Patient

## 10.0 Key Words.

None

## 11.0 Attachments.

None

## 12.0 Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	Jacob Imber, MD Executive Director, Assessment & Learning <a href="mailto:jimber@salud.unm.edu">jimber@salud.unm.edu</a> 505-272-8028	5/19/2025	Reviewed
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Official Signature		
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**13.0 Document History.**

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
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Review Date: 05/23/25 Effective Date remains: 07/01/2025	New	UNM SOM Request of Re-score Performance Assessment Procedure		Rebecca Hartley, PhD, Associate Dean, Undergraduate Medical Education