

COMMITTEE ON EDUCATIONAL POLICY GUIDELINES

PRECLINICAL EXAM POLICY

August 2017

General Guidelines

It is the student's responsibility to know the quiz and exam schedule for the current teaching block. Examinations are generally scheduled and will be administered, for 1st and 2nd year courses, within a defined Examination Period. There are exceptions to this, for instance, if a course ends early in a Block, a final examination may be scheduled close to when that course is completed. The Examination Period is published in the School of Medicine Academic Calendar. Students are expected to be available for examinations at any time within this specified examination period. If you have family or personal issues of a magnitude severe enough to significantly disrupt your ability to study during a block, it is your responsibility to inform the Associate Dean for Student Affairs in a timely manner.

All students are expected to be in their seats by the published start time. Any student arriving more than 10 minutes late for any exam will need to speak with the Preclinical Curriculum Manager or the Exam Manager prior to starting the exam. Time will not be extended for anyone arriving late to an exam.

Rescheduling Examinations

Postponement or rescheduling of an examination will only be granted under certain extenuating circumstances. The reason for rescheduling an exam must be substantive. The postponement of an examination is not for the purpose of allowing students additional time to prepare for an exam. As examples, delays due to a lack of transportation or oversleeping are not substantive reasons. Acceptable extenuating circumstances may include a serious, personal health issue, a family emergency, jury duty, or military service. Documentation will be required.

Illness: If you have been sick for several days, or fall ill on the day of the exam, OME should be notified as soon as it is apparent that you will be unable to take the regularly scheduled examination. A doctor's note will be required.

Contact the Preclinical Curriculum Manager if you wish to discuss rescheduling an exam. If you have an emergency or are ill the **day of** an exam, contact the Preclinical Curriculum Manager or the Exam Manager.

Training opportunities requiring travel and time away from school. Students who wish to attend training or conferences outside of the school curriculum need to first meet with the Associate Dean for Student Affairs to review the parameters of the training and they will together determine if the training is relevant and in the student's best interest. The student's academic standing will be considered when reviewing requests for travel and time away from school. This request must be timely. If you are aware of a potential conflict, it is your responsibility to inform the Associate Dean for Student Affairs as early as possible.

The Honor Code

Examinations in the School of Medicine are conducted under the honor code. Students should recognize that the honor code has two components: 1) the student will not cheat, and 2) the student will not condone cheating by others

When students take an examination at an alternate time from other students, it is important that the honor code be strictly applied. A student taking an examination at other than the regular time has the obligation not to place themselves in a position where the examination is being discussed. It is inappropriate to discuss any aspect of the examination with any students who have not taken the exam. This includes comments on content and difficulty of the examination. Under the honor code, it is the responsibility of all students to avoid all situations where an examination may be discussed by students who have completed the examination with students who have not completed the examination.