

# COMMITTEE ON EDUCATIONAL POLICY GUIDELINES

## THIRD YEAR EXAM POLICY

Revised 2-14-12

### General Guidelines

- All students are expected to be in their seats by the published start time. Any student arriving more than 10min late for any exam will be referred to the Senior Associate Dean for Medical Education.
- Students receiving special educational accommodations will have their examination time and location assigned prior to the exam date.
- Time will not be extended for anyone arriving late to an exam.
- If you have family or personal issues of a magnitude severe enough to significantly disrupt your ability to study during a rotation, it is your responsibility to inform the Instructor of Record in a timely manner.

### Written Exam

- Final Written Exams for third year clerkships will fall on the last Friday of the rotation and will begin at 8:00am unless otherwise noted. The location of the exam will be made available to the students in advance of the exam date. Rules for the exam administration are defined by the National Board of Medical Examiners and are read at the beginning of each exam.

### Oral & Practical Exams

- The OBGYN, Internal Medicine and Surgery clerkships each have a second exam. These exams will occur during the last week of the clerkship. The times and locations will be made available to students prior to the final week.

### Rescheduling Examinations

Postponement or rescheduling of an examination will only be granted under certain extenuating circumstances. This must be requested through the Instructor of Record and at least 4 weeks before the exam date.

- **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, delay due to a lack of arrangement 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, both the IOR and 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.

### **Retaking a Previously Passed Examination**

- A student may retake an exam after posting a passing score only as part of an IOR-approved individual learning plan, which is scheduled during a period that does not conflict with another clerkship. The exam will be treated as a formative exercise and the score will not be included in the final grade.

### **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 the 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, difficulty of the examination, etc. 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.

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Student Signature

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Date

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Student ID