



Faculty of Medicine

## Undergraduate Medical Education Deferred Examination Policy

<b>Office of Accountability:</b>	Undergraduate Medical Education Office
<b>Office of Administrative Responsibility:</b>	Office of Student Affairs Undergraduate Medical Education Office
<b>Approver:</b>	Undergraduate Medical Studies Committee
<b>Approval Date:</b>	20 November 2013
<b>Review Date:</b>	20 November 2018

### Definitions

<b>Deferred Examinations or Assessments</b>	Examinations or assessments that have been rescheduled to a later date than originally scheduled for valid reasons.
---	---

### Overview

The Faculty of Medicine provides students with a range of educational experiences including lectures, clinical skills training, and assessments of learning and performance. It is the responsibility of students to attend and to participate in all these scheduled curriculum activities to maximize their learning experience and to ensure that their performance can be adequately assessed. Students unable to attend mandatory activities due to sickness or other valid reason are required to notify the Undergraduate Medical Education (UGME) office and the Phase Lead. In the case of examinations or other scheduled assessments, students may request permission to sit a deferred assessment. No request to complete the exam or assessment prior to the scheduled date for the class at large will be considered. The granting of deferred assessments will be at the discretion of Phase Lead.

# Undergraduate Medical Education Deferred Examination Policy

## Policy

### 1.0 General Provisions

1.1 Within the Faculty of Medicine, Deferred Examinations or Assessments will be granted for the following reasons:

1.1.1 Family Death;

1.1.2 Incapacitating Illness on the part of the student ([supporting documentation required](#)); or,

1.1.3 Representation of the university/medical school at a recognized function.

In the event of exceptional and unforeseen circumstances, the Phase Lead may grant a deferral for reasons other than those listed above. These exceptions will, however, be considered and made on an individual basis. In these circumstances, the Phase Lead may refer the matter for discussion by the Phase Management Team at a regularly scheduled monthly meeting.

### 2.0 Timeframe for requesting deferral

2.1 Where possible, the student must make their request for a deferred exam or assessment **PRIOR TO** the originally scheduled date. Exceptions will only be made in the event of an emergency situation; in these instances, the request to defer the exam must be made as soon as possible and no later than two days after the original date of the examination.

### 3.0 Scheduling of Deferred Examinations or Assessments

3.1 The Phase Lead, in consultation with the student and the Student Wellness Consultant (Office of Student Affairs) will set the date for deferred exams or assessments.

3.2 Deferred examinations or assessments will normally be scheduled within two weeks following the return to class of the student. Students will be responsible for making up all missed work. In exceptional circumstances, where it is not reasonable to expect that the student will complete the deferred examination in that timeframe, the examination will be scheduled as follows:

## Undergraduate Medical Education Deferred Examination Policy

- 3.2.1 In the case of Phases 1-3, at the end of the Christmas Break (the first day of classes in January) or within two weeks of the end of class in the spring, whichever comes first.
- 3.2.2 In the case of Phase 4, at the end of the phase.
- 3.3 In the event that the examination or assessment is not completed at the end of the Phase, an interim grade of ABS will be assigned. This grade will be replaced by the final grade that must be received by the Registrar within the time period allowable as specified by the Registrar.

### Procedure

- A.0 Requests for exam or assessment deferral are to be made by submitting an “Examination Deferral Request” form to the Office of Students Affairs. The reasons for the deferral request should be made clearly and completely in the request.
- B.0 The student making the request will meet with the Student Wellness Consultant to discuss the reasons for the request and to review the policy and procedures for requesting deferrals.
- C.0 The Office of Student Affairs will bring the request to the attention of the Phase Lead through the UGME office.
- D.0 The request to defer an exam or assessment must be accompanied by supporting documents (e.g., physician's note). The Faculty reserves the right to verify all documentation. In certain cases, further corroborative documentation of the reasons for the request(s) may be required.
- E.0 The decision regarding the request of the student to have an examination or assessment deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated by the UGME office in writing to the student within one week of the receipt of the student's completed application.
- F.0 Deferred examinations or assessments will be in the same format as the examination replaced.