Assessment System: Make-Up Examinations

Rationale

Students at the Brody School of Medicine are expected to be present for all scheduled examinations. Understanding that instances may arise where a student does not complete a required exam on the scheduled date, a list of procedures have been developed for students to follow when scheduling a make-up exam date. Students who are unable to take their regularly scheduled exam will be subject to the following process and parameters regarding make-up examinations. This process applies to all exam types, both institutional and NBME.

Scope

The Standard Operating Procedure applies to all medical students at the Brody School of Medicine. It outlines the procedures for scheduling make up dates for all institutional and NBME Shelf exams. The SOP also establishes expectations to key stakeholders for required timeframes for making up examinations, and consequences for failing to comply with these expectations. This SOP affects students, staff, faculty members, and course/clerkship directors of the Brody School of Medicine who administer or participate in the leadership and grading of courses and clerkships that administer institutional examinations and/or NBME Shelf Examinations.

Definitions

- **BSOM:** Brody School of Medicine
- **OME:** Office of Medical Education
- **Testing Administrator:** Office of Medical Education Staff member who is responsible for the proctoring and administration of all institutional and NBME Shelf Exams
- **CD:** Course or Clerkship Director
- **Institutional Exams:** A high-stakes assessment that contributes greater than or equal to 5% of a course grade
- **NBME:** National Board of Medical Examiners
- **Foundational Years:** The first and second year of the BSOM curriculum
- **Clinical Years:** The third and fourth year of the BSOM curriculum

Requirements for Scheduling and Completing Make Up Examinations

- Students requesting a make-up exam date should notify the Office of Medical Education testing administrator as soon as possible to ensure a timely make-up date can be scheduled.
Students with pre-approved absences must schedule the make-up exam as soon as the absence is approved and must take the NBME exam in advance of absence.

- Student may not receive funding support for travel for non-compliance with this SOP.

Students with an unplanned, but excused absence (illness) must reschedule the exam within 2 business days upon returning.

- Students must make-up any missed exam within the required timeframe listed below:
  - **Foundational Years:** Students must make up exams within one week of the originally scheduled exam date
  - **Clinical Years:** Students must make up exams within two weeks of the originally scheduled exam date
    - Students should work with their current Clerkship Director to ensure they are not scheduling their make-up exam date during a required clinical experience.
      - Clerkship Directors may require the student to complete an alternative or additional clinical experience in place of any clinical experiences missed by the student to make up an exam.
  - Students who do not make-up an exam within the required timeframe after the originally scheduled exam date will be sanctioned to the Promotion and Review committee for professionalism concerns and their final grade will be reduced by a letter grade.

- Once notified, the testing administrator will confirm the student’s absence was excused before moving forward with scheduling a make-up date. Students must have an approved excused absence through the Office of Student Affairs prior to making up an exam.

- If a student’s absence was not excused
  - **For NBME Shelf Exams:** The student will receive a failure on the first administration of the exam and will receive no higher than a letter grade of B in the course/clerkship after successfully passing the exam (see remediation of failed shelf exams in the BSOM Testing Procedure).
  - **For Institutional Exams:** Students must still make up the missed exam and will receive a deduction of 10 points on their final grade on the exam.
  - Students without an excused absence must still take the exam and follow the process for scheduling a make-up exam date with the testing administrator in the Office of Medical Education.

- The testing administrator will determine the make-up date for the student’s exam based on the currently approved make-up times offered by the Office of Medical Education.
  - The currently approved make-up days and times can be found by contacting the testing administrator in the Office of Medical Education.
  - The approved make-up times are subject to change based on testing room and proctor availability.
• Once a date has been determined, the testing administrator will notify the following individuals via email of the required make-up date: The Office of Medical Education Dean(s), the Office of Student Affairs, the Student making up the exam.
  o Once a make-up date has been scheduled the date may not be moved without an additional excused absence.
• For NBME Shelf Exams, the testing administrator will contact the Office of Student Affairs to have the exam ordered after determining the make-up date.
  o A minimum of 48 hours (2 business days) notice is needed between the approval of an excused absence and a scheduled make-up exam date to accommodate the ordering of the NBME exam.
  o The student will be subject to the published procedures for Administration of NBME exams during the make-up exam, as outlined in this SOP.

Responsibilities

There are several key stakeholders involved in the testing process. Listed below are each key stakeholder, along with their expected responsibilities and time frame for completion.

Testing Administrator
  ▪ Responsible for working with medical students to schedule a make-up exam that follows the established timeframes in this SOP, and the currently approved make-up schedule within OME
  ▪ Responsible for communicating with OSA to ensure a make-up exam is ordered (for NBME Shelf Exams) and notifying all vested parties regarding the scheduled make-up date

Office of Student Affairs
  ▪ Responsible for providing information regarding a student’s absence on an exam day by communicating if the absence was excused or unexcused with the testing administrator in OME
  ▪ Responsible for contacting the NBME to order a make-up examination in the instance of a missed Shelf exam

Course/Clerkship Director
  ▪ Responsible for communicating with the medical student who has missed an exam and needs to schedule a make-up to ensure the student understands any missed work or required clinical experiences, as well as the requirements for making up these missed, required elements of a course/clerkship

Medical Students
  ▪ Responsible for contacting the testing administrator in OME to schedule a make-up exam date
    o Contact should occur in advance for pre-planned absences, and within 2 business days of return for unplanned absences
  ▪ Students must communicate with the Course/Clerkship Director to ensure the scheduled make-up exam date does not conflict with educational sessions or clinical experiences
    o For Clerkships, it is the responsibility of the student to work with the Clerkship Director to make up any missed experiences required by the CD
Students must make-up any missed exam within the required timeframe listed below:

- **Foundational Years**: Students must make up exams within one week of the originally scheduled exam date
- **Clinical Years**: Students must make up exams within two weeks of the originally scheduled exam date

  - Students should work with their current Clerkship Director to ensure they are not scheduling their make-up exam date during a required clinical experience.
  - Clerkship Directors may require the student to complete an alternative or additional clinical experience in place of any clinical experiences missed by the student to make up an exam.

**Procedures for Implementation and Review**

This procedure is reviewed and approved by the Curriculum Committees, including the Executive Curriculum Committee, M1 Curriculum Committee, and M2 Curriculum Committee, and Clinical Curriculum Committee every three years.

This procedure is disseminated by the Office of Medical Education to students and teaching faculty/administration.

**Applicable Laws, Regulations & Standards**

- LCME Standard 9, Element 8
- LCME Standard 3, Element 5