BSOM Assessment System: Make-Up Assessments

Rationale
Learners at the Brody School of Medicine (BSOM) are expected to be present for all scheduled assessments. Understanding that instances may arise where a learner does not complete a required assessment on the scheduled date, a list of procedures have been developed for learners to follow when scheduling a make-up assessment date. Learners who are unable to take their regularly scheduled assessment will be subject to the following processes and parameters regarding make-up assessments. This process applies to all assessment types, both internally created and NBME.

Scope
The Standard Operating Procedure (SOP) applies to all learners at the BSOM. It outlines the procedures for scheduling make up dates for all internally created and NBME Exams. The SOP also establishes expectations to key stakeholders for required timeframes for making up assessments, and the consequences for failing to comply with these expectations. This SOP affects learners, staff, faculty members, and course/clerkship directors of the BSOM who administer or participate in internally created and/or NBME Exams.

Definitions
BSOM: Brody School of Medicine.
OME: Office of Medical Education.
OSA: Office of Student Affairs.
Testing Administrator: Office of Medical Education Staff member who is responsible for the proctoring and administration of all internally created and NBME Exams.
CD: Course or Clerkship Director.
Internally Created Assessments: An assessment created by BSOM faculty.
NBME: National Board of Medical Examiners.
Foundational Phase: The first and second year of the BSOM curriculum.
Clinical Phase: The third and fourth year of the BSOM curriculum.

Requirements for Scheduling and Completing Make Up Assessments
- Learners requesting a make-up assessment date must complete the ‘Make-up Request Form’. **See Links below**
  - Foundational Phase:
    - [https://redcap.ecu.edu/surveys/?s=7LCJ8XLPKN33XXFY](https://redcap.ecu.edu/surveys/?s=7LCJ8XLPKN33XXFY)
• Learners with an unplanned, but excused absence, must complete the ‘Make-up Request Form’ within 2 business days of absence approval.
• Learners who fail to complete the ‘Make-up Request Form’ within 2 business days will be referred to the Promotion and Review Committee.
• Learners with pre-approved absences must complete the ‘Make-up Request Form’ for internally created assessments the day of absence approval.
• Non-compliance with this SOP will cause learners to lose funding support for travel.

  o Clinical Phase:
    • [link](https://redcap.ecu.edu/surveys/?s=A7X9XCMEM3PXREX)
    • Learners with pre-approved absences must complete the ‘Make-up Request Form’ for NBME Clerkship assessments within 2-business days of receiving the approval. All pre-approved absence make-ups must be taken in advance of the originally scheduled NBME assessment. As a reminder: all NBME assessments must be requested a minimum of 2-business days in advance of the assessment administration.
    • Non-compliance with this SOP will cause learners to lose funding support for travel.

• Learners must make-up any missed assessment within the required timeframe listed below:
  o Foundational Phase: All assessments have a specified make-up date on the Block Calendar. Learners must make up assessments as specified on the Block Calendar.
    • Learners who do not make up the assessment will receive a grade of zero for that assessment. Additionally, they will be referred to the Promotion and Review committee.
    • All make-up assessments must be taken prior to the next scheduled assessment, unless approved by the Office of Student Affairs.
  o Clinical Phase: Learners must make-up assessments within one week of the originally scheduled assessment date.
    • Learners should work with their current Clerkship Director to ensure they are not scheduling their make-up assessment date during a required clinical experience.
    • Learners who do not make-up an assessment within the required timeframe after the originally scheduled assessment date will be referred to the Promotion and Review committee for professionalism concerns and their final grade will be reduced by a letter grade.
• Once the Testing Administrator has verified the approval documentation submitted through the ‘Make-up Request Form’, the Testing Administrator will confirm the make-up date/time with the learner.

• For extended absences as defined by the attendance policy, students should contact OSA for guidance.

• If a learner’s absence was not excused:
  o Learners without an excused absence must still take the assessment and follow the process for scheduling a make-up assessment date.
  o **For NBME Clerkship Exams**: The learner will receive a failure on the first administration of the assessment and will receive no higher than a letter grade of B in the clerkship after successfully passing the assessment.
  o **For Graded NBME Subject Exams (ex. Pharm, Path, Clinical Diagnosis, Micro)**: The missed attempt will count as a first take.
  o **For Ungraded NBME Subject Exams (ex. Physiology, CBSE)**: Make-up dates are at the discretion of Office of Medical Education. Learners must complete the assessment and will be referred to the Promotion and Review Committee.
  o **For Internally Created Assessments**: Learners must still make-up the missed assessment and will be referred to the Promotion and Review Committee. The learner will receive a 20-point deduction (on a scale of 100) on the final grade of the assessment. This deduction is applied to each thread/course within the assessment.

• The Testing Administrator will confirm the make-up date for the learner’s assessment.
  o The currently approved make-up days and times can be found on the Block Calendars for the Foundational Phase.

• For internally created assessments, the Testing Administrator will notify the following individuals via email of the required make-up date: The Office of Medical Education Dean(s), Course Directors and the learner making up the assessment.
  o Once a make-up date has been scheduled the date may not be moved without an additional excused absence.

• For NBME Exams, the Testing Administrator will contact the Office of Student Affairs to have the assessment ordered after confirming the make-up date.
  o A minimum of 2 business days’ notice is needed between the approval of an excused absence and a scheduled make-up assessment date to accommodate the ordering of the NBME Exam.
  o The learner will be subject to the published procedures for Administration of NBME Exams during the make-up assessment, 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.

Assistant Dean of Assessment and Outcomes
- Communicates with OSA and the Promotion and Review Committee on any non-compliance issues.
- Communicates any scheduling issues to the Testing Administrator.

Testing Administrator
- Works with learners to confirm a make-up assessment that follows the established timeframes in this SOP. Make-up dates are predetermined and provided on the Block Calendars for the Foundational Years phase.
- Communicates with OSA to ensure a make-up assessment is ordered (for NBME Exams) and notifies all vested parties regarding the scheduled make-up date.
- Ensures proctor availability for any scheduled make-up assessment.
- Ensures assessment logistics are provided and room reservations are scheduled.
- Communicates with Course Directors when make-up assessments are completed for internally created assessments.

Office of Student Affairs
- Communicates if the learner absence was excused or unexcused with the assessment team in OME.
- Contacts the NBME to order make-up assessments in the event a make-up NBME Exam is needed.

Course/Clerkship Director
- Communicates any missed course/clerkship requirements including any assessments, clinical experiences and/or assignments to the learner.
- Ensures that any make-up assessment grades are recorded appropriately and according to policy.

Medical Students (Learners)
- Learners requesting a make-up assessment date must complete the ‘Make-up Request Form’.
  - Learners with an unplanned, but excused absence must complete the ‘Make-up Request Form’ within 2 business days of absence approval.
  - Learners who fail to complete the ‘Make-up Request From’ within 2 business days will be referred to the Promotion and Review Committee.
  - Learners with pre-approved absences must complete the ‘Make-up Request Form’ for internally created assessments as soon as the absence is approved.
  - Learners with pre-approved absences must complete the ‘Make-up Request Form’ for NBME Clerkship assessments within 2-business days of receiving the
approval. All pre-approved absence make-ups must be taken in advance of the originally scheduled assessment. As a reminder: all NBME assessments must be requested a minimum of 2-business days in advance of the assessment administration.

- Learners must communicate with the Course/Clerkship Director to ensure the scheduled make-up assessment date does not conflict with educational sessions or clinical experiences.
  - For Clerkships, it is the responsibility of the learner to work with the Clerkship Director to make up any missed experiences required by the Clerkship Director.
- Learners must make-up any missed assessment within the required timeframe listed below:
  - **Foundational Phase**: For an excused absence for the originally scheduled assessment date, Learners must make-up assessments on the make-up date predetermined by OME. A learner must make up the assessment on the predetermined make-up date, unless requesting and receiving an additional approved absence. For extended absences, students should contact OSA for guidance.
  - **Clinical Phase**: Learners must make-up assessments within one week of the originally scheduled assessment date.
    - Learners should work with their current Clerkship Director to ensure they are not scheduling their make-up assessment date during a required clinical experience.
    - Clerkship Directors may require the learner to complete an alternative or additional clinical experience in place of any clinical experiences missed by the learner to make-up an assessment.

**Schedule for Review**

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

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

**Related Policies**

Attendance Policy

**Applicable Laws, Regulations & Standards**

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