



Max Rady College of Medicine - UGME Policy

Policy Name:	Deferred Examination
Application/ Scope:	Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	
Review Date:	February 2021
Revised (Date):	February 2016
Approved By:	Senate, January 4, 2017

1. **PURPOSE**

To provide the Max Rady College of Medicine specific processes to address student requests for examination deferral that complements the University of Manitoba Final Examination and Final Grades policy and related procedures.

2. **DEFINITIONS**

- 2.1 Course/Module – A Course/Module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.2 National Board of Medical Examiners (NBME Examination) – A multiple choice examination developed by the NBME that is administered at the end of the surgery, internal medicine, obstetrics/gynecology, pediatrics, family medicine and psychiatry rotations at the Clerkship level of the Undergraduate Medical Education Program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.3 Objective Structured Clinical Examination (OSCE-type) – An examination used to assess the clinical skills of students. For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.4 Comprehensive Clinical Examination (CCE) - An OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.5 Deferred Examination – An approved delay in writing a summative examination.
- 2.6 Summative Examination – Course/Module, NBME, or OSCE-type Examination of which the primary purpose is to determine the extent to which the stated learning objectives have been met.
- 2.7 Supplemental Examination – An opportunity to rewrite an examination that was failed.

- 2.8 Midterm Examination - A summative examination conducted at the approximate midpoint of a Course/Module. No rounding of scores will take place.
- 2.9 Final Examination - A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.10 Working Day – A day when the University of Manitoba is open for regular business.
- 2.11 Supporting Documentation – A medical certificate from a licensed practitioner that states the student is unfit to sit the examination on the scheduled date; documentation from registered practitioner of another professional body, such as a psychologist or a social worker which states the student is unfit to sit the examination on the scheduled date; death notice or death certificate; police report.
- 2.12 Emergency Circumstances – A situation which the student was not anticipating on day of examination. This could include circumstances outlined in Definition 2.13
- 2.13 Eligibility for a Deferred Examination - The normally accepted causes for a student to apply for a deferral of an examination include, but are not limited to, the following:
- Acute serious illness – illness that requires hospital admission, serious injury, severe asthma, severe anxiety or depression, or high grade fever
 - Delivery of a child (applies to either parent)
 - Trauma – accident, criminal assault, robbery, or similar traumatic experience.
 - Death or serious illness of a person in the immediate family or other person with whom the student has a similarly close relationship.
 - Religious observance
 - Participation in an inter-university, provincial, inter-provincial, national or international athletic or artistic events.
- 2.14 The following causes are not usually accepted as Eligibility for a Deferred Examination:
- Minor illness – headache, cold, insomnia, malaise.
 - Travel, vacation, social plans, airline flights.
 - Employment issues.
 - Childcare issues, unless related to serious illness as described above.
 - Conflict with examination or course requirements as part of another program or school.
- 2.15 Chief Proctor – The person responsible for the administration of the examination who ensures strict compliance with UGME examination policies and procedures and/or NBME testing regulations. The Chief Proctor is deemed equivalent to the Chief Invigilator as established by the University of Manitoba Registrar’s Office. The term “Chief Proctor” may be used interchangeably with and means “Chief Invigilator” or “Invigilator in Charge”.
- 2.16 Pre-Clerkship Student Evaluation Committee (PSEC)/Clerkship Student Evaluation Committee(s) (CSEC) – Committees responsible for the development and approval of assessment policies and rules. PSEC/CSEC bodies are responsible for the overall management and administration of examination questions; the review and evaluation of results and recommendation to Progress Committee for approval.

3. POLICY STATEMENTS

- 3.1 A student seeking to defer an Examination must make application to the Associate Dean, Student Affairs, or designate as outlined in the procedures section of this document.
- 3.2 The Associate Dean, Student Affairs, or designate is responsible for making a determination with respect to a student request to defer an Examination.

- 3.3 The Associate Dean, Student Affairs, or designate reserves the right to waive the five working day deadline for application for Deferred Examination in Emergency Circumstances.
- 3.4 Deferred Examinations will be scheduled in accordance with the Procedures outlined in this document.
- 3.5 At the Pre-Clerkship level, where the schedule permits, all deferred examinations are completed before a student can write one or more Supplemental Examinations.
- 3.6 At the Clerkship level, where the published Deferred and Supplemental NBME Examination schedule permits, a student will write deferred NBME examinations before any Supplemental NBME Examinations are written.
- 3.7 The Associate Dean, Student Affairs, or designate reserves the right to deny a request for a Deferred Examination.
- 3.8 A student has the right to appeal the decision of the Associate Dean, Student Affairs, or designate to the Associate Dean, UGME.
- 3.9 A student who does not follow the Procedures outlined in this document while seeking to defer an Examination will be considered to have failed the Examination (Refer to Examination Conduct Policy).
- 3.10 As noted in the Examination Conduct Policy, content of the Examination is confidential to UGME course Faculty, and related support staff. The transmission of any Examination content, either in writing or verbally, is expressly prohibited without prior consent of the Associate Dean, UGME.

4. **PROCEDURES**

RESPONSIBILITIES OF THE STUDENT

- 4.1 Use the Deferred Examination Form (Appendix 1) to make application to the Associate Dean, Student Affairs, or designate to defer a specific Examination. This form must be completed and forwarded to the Associate Dean, Student Affairs, or designate at Max Rady College of Medicine Student Affairs Office (P121) no later than five working days after the missed examination.
- 4.2 Ensure that any Supporting Documentation for deferrals that are anticipated to be greater than ten working days include the statement "The student is unfit to sit the examination on the scheduled date" for medical certificates and those from a registered practitioner of another professional body such as a psychologist or a social worker" is included with the Deferred Examination Form.
- 4.3 Contact the respective person in the UGME Evaluation Unit, outlining the Emergency Circumstance, when the Associate Dean, Student Affairs or designate is not available to rule on a request for a deferral i.e. Emergency Circumstance on day of scheduled Examination. The contacts:
 - Administrator, Pre-Clerkship Evaluation & OSCE-type Examinations for Course and OSCE-type Examinations including Comprehensive Clinical Examination can be contacted by email, addresses can be found at the following link:

http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/ugm

[e_contactus.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/ugme_contactus.html)

- Administrator, Clerkship Evaluation for NBME Examinations can be contacted by email, address can be found at the following link:

http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/ugme_contactus.html

- 4.4 If a request to defer an Examination is approved based on Emergency Circumstances, ensure the Deferred Examination Application and Supporting Documentation are provided to the Associate Dean, Student Affairs or designate within five working days following the date of the scheduled examination.
- 4.5 Accept the right to appeal to the Associate Dean, UGME if the Associate Dean, Student Affairs decision is to deny the request for deferral of an Examination. The appeal to the Associate Dean, UGME is written and includes the Deferred Examination Application and Supporting Document. This appeal letter is presented to the Associate Dean, UGME within two working days of receipt of denial from Associate Dean, Student Affairs.
- 4.6 Be prepared to write the Deferred course or OSCE-type Examination within 10 working days after the scheduled Examination, where circumstances permit. The applicable Administrator will inform the student of the scheduled Deferred Examination date.
- 4.7 Be prepared to write the Deferred course or OSCE-type Examination during the summer vacation, on a date determined by the Evaluation Unit, UGME if the Deferred Examination could not be accommodated within 10 working days of the scheduled Examination. The applicable Administrator will inform the student, no less than four weeks in advance of the scheduled Deferred Examination date.
- 4.8 Be prepared to write the Deferred NBME Examination on the scheduled date as outlined in the Schedule for Deferred and Supplemental NBME Examinations which is published on an annual basis.

RESPONSIBILITIES OF ASSOCIATE DEAN, STUDENT AFFAIRS OR DESIGNATE

- 4.9 Review each student's application for a Deferred Examination to ensure all required documentation is included and that the request meets the requirements outlined in this policy.
- 4.10 Inform the student in writing within two working days of receipt of student application of the decision respecting the deferral of an Examination. A copy of this communication is sent to the Associate Dean, UGME, Director of Evaluation, the Chair of the relevant Committee of Evaluation, and the applicable UGME Evaluation support staff personnel (see 4.3 for contact information).
- 4.11 Inform the student in writing of the decision to defer an Examination if, due to Emergency Circumstances, the 5 working days deadline for submission of the Deferred Examination application is waived. The Associate Dean, UGME, Director of Evaluation, the Chair of the relevant Committee of Evaluation, and the applicable UGME Evaluation support staff personnel must be notified in writing of such a decision. This written communication includes a statement that the Deferred Examination Application and Supporting Documentation is submitted to Associate Dean or designate within five working days following the date of the scheduled Examination.

- 4.12 Inform the student in writing within two working days of a denial of a request to defer an Examination. This communication shall indicate the student's right to appeal this decision to the Associate Dean, UGME. A copy of this communication is sent to the Associate Dean, UGME, and Director, Evaluation.

RESPONSIBILITIES OF ASSOCIATE DEAN, UGME

- 4.13 Arrange to meet with the student in the case of the student appealing the decision of the Associate Dean, Student Affairs or designate to deny the request to defer an Examination. This is completed within 3 working days of receipt of the student's appeal documentation
- 4.14 Inform the student in writing of the appeal decision. These is completed within two (2) working days of meeting with the student with a copy also sent to the Associate Dean, Student Affairs or designate, Director, Evaluation, and student's active file.

RESPONSIBILITIES OF ADMINISTRATOR, PRE-CLERKSHIP EVALUATION AND OSCE-TYPE EXAMINATIONS

- 4.15 Organize for the student to write the Deferred Examination if the decision is for the student to write this examination within 10 working days of the original Examination. This involves confirming the date, time and location with applicable Chair, PSEC/CSEC; informing the student of the confirmed Examination related information; arranging Examination invigilation.
- 4.16 Prepare a schedule for deferred course and/or OSCE-type Examinations if the deferred Examinations are scheduled during the summer vacation. This schedule is developed in consultation with the Director, Remediation (if Supplemental Examination is scheduled for same time), and Chair(s) of applicable Chair(s), PSEC/CSEC.
- 4.17 Inform each student in writing of the Deferred Examination schedule a minimum of 4 weeks prior to the Deferred Examination. This communication includes the date, time and location of the Examination. A copy of this communication is sent to the Associate Dean, Student Affairs, Associate Dean, UGME, Director, Evaluation, Chair(s) of applicable PSEC/CSEC committees, and Director, Remediation (if applicable).

RESPONSIBILITIES OF ADMINISTRATOR, CLERKSHIP EVALUATION

- 4.18 Organize and distribute the Deferred NBME Examination schedule for each academic year.
- 4.19 Inform the student in writing, of the date, time and location of each deferred NBME Examination copying the Associate Dean, Student Affairs or designate, Associate Dean, UGME, Director, Evaluation, Chair of PSEC/CSEC (Clinical), and Director, Remediation (if applicable).

5. **REFERENCES**

- 5.1 UGME Policy & Procedures - Examination Conduct
- 5.2 UGME Policy & Procedures - Supplemental Examination
- 5.3 UGME Policy & Procedures - Promotion and Failure
- 5.4 UGME Policy & Procedures – Invigilation of Examinations
- 5.5 UGME Policy & Procedures – Remediation

5.6 UGME Policy & Procedures – Examination Results

- 5.7 UGME Policy & Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program.
- 5.8 UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.9 University of Manitoba- Final Examination and Final Grades Policy
- 5.10 University of Manitoba- Deferred and Supplemental Examinations Procedures
- 5.11 University of Manitoba- Final Examination Procedures
- 5.12 University of Manitoba- Final Grades Procedures

6. **POLICY CONTACT**

Administrator, Pre-Clerkship and OSCE-Type Examinations
Administrator, Clerkship Evaluation



**University of Manitoba
Max Rady College of Medicine
Undergraduate Medical Education Program**

Application for Deferred Examination

NAME:	STUDENT #:
ADDRESS:	
CITY:	POSTAL CODE:
PHONE #: (home): _____ (cell): _____	EMAIL : _____

From which type of examination are you requesting a deferral?

Modular Examination _____	Course Name _____
NBME Examination _____	Rotation Name _____
OSCE-type Examination _____	OSCE-type Examination Name _____

Date of scheduled examination: _____

REASON FOR REQUEST OF A DEFERRED EXAMINATION (CHECK ONE)	
MEDICAL _____	Medical Certificate Attached: _____ Date: _____
OTHER _____	If for other reason(s), provide details on reverse side of this form and attach documentation in accordance with the Deferred Examination Policy.

Date: _____ **Signature:** _____

Statement of Purpose: This personal information is being collected under the authority of *The University of Manitoba Act*. It will be used to obtain information related to the student's request for deferred examination(s), and to assess whether deferred examination(s) should be granted. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*. Your personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, contact the Access & Privacy Coordinator's Office (tel. 204- 474-9462 or 204-474-8757), 233 Elizabeth Dafoe Library, University of Manitoba, R3T 2N2.

THE PORTION BELOW TO BE COMPLETED BY THE ASSOCIATE DEAN, STUDENT AFFAIRS	
COMMENTS:	
_____	_____
(Date)	(Signature of Associate Dean, Student Affairs)

Details: