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Good day,

I wanted to remind everyone about the importance of raising evaluation concerns in a timely manner.

If a concern arises during an exam, please let the invigilator or chief proctor know during the exam. If you cannot bring it up during the exam, it remains best to raise it ASAP afterwards. Avenues to raise concerns would be student affairs ([studentaffairsmed@umanitoba.ca](mailto:studentaffairsmed@umanitoba.ca)) or the appropriate chief proctor ([preclerkevaluations@umanitoba.ca](mailto:preclerkevaluations@umanitoba.ca) or [clerkevaluations@umanitoba.ca](mailto:clerkevaluations@umanitoba.ca)).

If there is a concern regarding a course or clerkship rotation that may affect evaluations this should also be raised ASAP. These concerns can be brought to the course/clerkship director or UGME staff.

Many issues can be resolved in the moment which is why we ask for them to be raised during an exam. Problems are also easier to fix the sooner they're recognized. If a problem cannot be resolved there may be situations where the next step is to go through a formal appeals process. We have attached the appeals policy and it can also be found in Entrada or here (<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>). It is important to note that an appeal needs to be submitted within 10 days.

It can be difficult to keep track of all policies which is why I'd encourage you to always reach out for help or guidance if you are not sure how to proceed. We want to help and the sooner we know of a problem the better the chances we can help resolve it.

Dr. Sara Dunsmore, MD, FRCPC  
Director of Evaluations, UGME