

# Max Rady College of Medicine

## Undergraduate Medical Education

### Guideline

<b>Name:</b>	Deferred Examination Guideline
<b>Application/Scope:</b>	Year I to Year IV Undergraduate Medical Education Students
<b>Approved (Date):</b>	November 2023
<b>Review Date:</b>	April 2028
<b>Revised (Date):</b>	April 2023
<b>Approved By:</b>	Senate

1. The procedures for Deferred and Supplemental Examinations are defined by the University of Manitoba (UM). This document provides specific guidelines to address student requests for examination deferrals within the Max Rady College of Medicine.
2. Students in Undergraduate Medical Education (UGME) seeking to defer an examination for any type of examination, including mid-terms, must apply to the Associate Dean of Student Affairs or their designate in advance of the examination. As per the UM procedure:
  - In the event of emergency circumstances, a student can request a deferral of the examination up to 48 hours after the exam start time, provided the student has not submitted the examination as completed.
  - Students may apply for an examination deferral due to a known condition, such as participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; religious obligations; or a medical condition, they must file an application (20) working days prior to the scheduled examination.
  - Students who become ill or receive word of a family emergency during the examination and are unable to continue must inform the Chief Invigilator immediately and follow the steps in the UM procedure. Submitted exams are not eligible for retroactive deferrals.
3. The Associate Dean of Student Affairs will inform the student within five working days of the deferral application of the decision respecting the examination deferral. For more than two examination deferrals in one academic year, the Associate Dean of Student Affairs has the option to review the deferral request with the Progress Committee.
4. Supporting documentation is required for examination deferrals. For the first two deferrals of the year, the Self-Declaration for Brief or Temporary Absences Form is acceptable. Appropriate supporting documentation is required within five working days following the date of the scheduled examination and may be used to provide students with appropriate support.
5. For modular courses, any deferral of a midterm examination will result in a final examination that will be worth 100%, less the value of any assignments in that course, which would still be required.
6. For Pre-Clerkship longitudinal courses:
  - Those with only two examinations (PH1, PH2, PF1) will be treated as above.
  - Those with more than two examinations (CR1, CR2, PF2, CS1, CS2):
    - i. Where the weight of the deferrals exceeds 40% of the course, those students will be treated as above.

- ii. Where the weight of the deferrals is below 40% of the course, the student's mark will come proportionately from the remaining assessed components. These students will not sit a deferred examination. For example, the mark in PF2 consists of 15% for assignments, plus 85% for 8 examinations (i.e. each examination is worth 10.625%). For a student who defers one examination, the course mark will consist of 15% for assignments, plus 85% for 7 exams (i.e. each examination is worth 12.143%).
- iii. In the case of CS1 and CS2, the student's grades will be based on a minimum of eight stations.

7. Clerkship examinations (NBMEs) will not be rescheduled during Clerkship rotations.
8. For assignments (e.g., written assignment, video assignment), a deferral due date will be set by the Associate Dean of Student Affairs in consultation with the appropriate Course Director. When the assignment involves group work, the group work component will be waived at the discretion of the Associate Dean of Student Affairs and the other components of the assignment grade adjusted proportionately.
9. When examinations are scheduled on the same date, all uncompleted examinations for that date must be deferred. It is not allowable to defer one examination on a date and write the other examinations scheduled for the same date.
10. If a student is denied a deferral of an examination and subsequently fails that examination, the student can request an appeal according to the UGME Appeals policy.
11. For the Max Rady College of Medicine, the examination period is the entire academic year. Examinations occur on an ongoing basis during courses throughout the year. Deferred examinations will normally be completed during the summer months, with the exception of CV1 and RS1 which will normally take place on the first day the UM is open following the Winter Break.
12. For students who defer any 6-station OSCE exams, they will be scheduled for an 8-station deferred OSCE exam normally in June and must pass 5 out of the 8 stations to pass the Clinical Skills course.

#### References

1. University of Manitoba – Deferred and Supplemental Examinations Procedures
2. UGME Policy – Examination Conduct
3. UGME Policy – Supplemental Examination
4. UGME Policy – Promotion and Failure
5. UGM Policy Student Appeals