

SUBJECT: Missed Examination and Simulation Activity Policy

I. PURPOSE AND SCOPE

- A. To inform Tilman J. Fertitta Family College of Medicine students, faculty, and staff of the policy and procedures related to making up a missed Tilman J. Fertitta Family College of Medicine summative examination or simulation activity.
- B. To ensure the Tilman J. Fertitta Family College of Medicine complies with the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standards 6.1, 9.4, 9.8., and 12.4.

II. BACKGROUND

This policy relates to a missed summative examination or simulation activity (Standard Patients, PETA Physical Examination Teaching Associate, Objective Structured Clinical Examinations, community-based activities, and Center for Clinical Arts, Skills, and Experiential Learning activities). See Grading Policy for Pre-Clerkship Courses and Clerkship Handbook for other course activities.

III. POLICY

- A. If a student is unable to take any summative examination or simulation activity at the scheduled time, he/she must notify the Office of Medical Education (OME), as soon as possible AND submit the online Absence Report Form.
- B. OME will determine whether a make-up examination will be granted.
 - 1. In general, a make-up will be granted only for illness, disability accommodation or emergency. Rare exceptions may apply based on a student's situation for good cause shown. If a student is absent from a session, the student is still expected to perform the corresponding summative assessment or simulation activity at the regularly scheduled time.
 - 2. If the absence from the scheduled examination is due to illness, the student must provide a doctor's note and upload it with the Absence Report Form.
 - 3. Under any circumstances, additional documentation may be requested from OME.
 - 4. OME will inform students of the decision to grant or deny a make-up.
- C. When OME grants a make-up, OME will work with course directors, clerkship directors, or CCASEL leadership as needed to schedule an appropriate makeup.
 - 1. In general, make-up examinations must be complete within one (1) week of return from the absence.
 - 2. Make-up simulation activities will be scheduled based on the availability of personnel, equipment and space. Make-up simulation activities might not be identical to the originally scheduled activity but a comparable assessment.
 - 3. NBME examination or OSCE make-up in the clinical years may be allowed more than one (1) week due to NBME request time, testing space needs, required clinical activities, and availability of standardized patients and OSCE space.
- D. No make-up summative examination or simulation activity will be given without OME approval. If the student believes this consequence is not appropriate to their particular situation, he/she may appeal this in writing to the Associate Dean for Medical Education within five (5) business days following receipt of notice of denial.

IV. MONITORING OF THIS POLICY

The Office of Medical Education will monitor student attendance and student absence report forms for adherence and approval of absences for summative exams and simulation activities.

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Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
Transitional Curriculum Committee	Approved	August 8, 2019
Curriculum Committee	Approved	April 8, 2020
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Stakeholder Communication Method and Date	
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