

STATEMENT 1.3.10 – SPECIAL EXAMINATIONS AND ASSESSMENTS
Undergraduate Medical Education

Approved by: Curriculum Committee
Date of original approval: October 2012
Date of last review: May 2018

I. PURPOSE

The Undergraduate Medicine Program at Schulich School of Medicine & Dentistry, Western University endeavors to provide special examination and assessment privileges to students when requested, based on illness or injury or other extenuating circumstances. This statement will provide guidelines under which these privileges will be granted.

II. DEFINITIONS

Special Examination or Assessment

- A special examination or assignment is any assessment other than the regular assessment, which may be offered only with the permission of the Associate Dean, Undergraduate Medical Education.

III. STATEMENT

- a. The Undergraduate Medical Education Office will set the date of a special exam and or revised due date of assignment.
 - i. In Years 1 & 2 a special examination will be scheduled by the Undergraduate Medical Education Office within two academic weeks following the end of the regularly scheduled exam.
 - ii. To accommodate special exams, students may be required to miss classes. If so, they will be responsible for making up all missed work.
 - iii. If for any reason the special exam cannot be written in the time frame described above, it must be scheduled in the last two weeks of June.
 - iv. No other alternative will be allowed.
- b. The Undergraduate Medical Education (UME) program supports students balancing appropriate career goal-directed contributions or personal/family reasons to attend outside events that may conflict with their academic schedule. There may arise a request for absence that conflicts with their curricular assessment deliverables.
 - a. In some cases, students will be required to pay supplemental fees for the arrangement of examination proctoring, as outlined in the *Statement on Supplemental Fees for Remedial Assessments*.
- c. The re-scheduling of an assessment for ill health or extenuating circumstances is a privilege and not a right.
 - a. Implementation of this privilege is limited to two exams throughout the four year program.
 - b. It is important to note that the deferral of an already negotiated date for a special exam or assignment will be considered to be equivalent to a second special exam or assignment.

- c. Students who have reached the limit, and request additional accommodation will be subject to an independent review by the Associate Dean, Undergraduate Medical Education. The format for this review and the decision-making process will be at the discretion of the Associate Dean.
- d. Students are required to follow the procedures as outlined on the Undergraduate Medical Education Attendance website for the arrangement of examination and assignment deferrals.
- e. Assistant Dean, Learner Equity and Wellness / Student Affairs will make recommendations to the Associate Dean, Undergraduate Medical Education for Health related or Compassionate in nature.
 - a. Final permission for a special assessment is granted by the Associate Dean, Undergraduate Medical Education.
- f. The special examination or assignment may differ in format and content from the regular assessment, although it should cover the same material.
- g. Students who fail to appear at an examination or hand in an assignment without an approved deferral will be deemed to have failed.
- h. In the event a request for a special examination or assignment is not granted, and a student does not attend the regular examination or complete the assignment by the due date, a grade of "0" (zero) will be recorded for that assessment or "F" if the assessment applies to an entire course.