

**STATEMENT 1.2.2 Fees for Deferred Assessment
Undergraduate Medical Education**

Approved by:	Curriculum Committee
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I. PURPOSE

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.

This statement will clarify who will be required to pay the stipend outlined in the Western calendar for costs incurred to retain a proctor for a deferred assessment session:

http://www.uwo.ca/univsec/board/minutes/2012/r1204pf_ann2.pdf

II. STATEMENT

a. General Preamble

- i. A student may request deferral of an assessment in any UME course by following the process at:
 1. <http://www.schulich.uwo.ca/medicine/undergraduate/attendance-and-absenteeism-forms>
- ii. The approval for a supplemental assessment is a privilege and will be adjudicated by the UME Office in discussion with the UME Associate Dean or her/his delegate. The need for a session to retain a proctor(s) will be decided by the UME staff depending on their availability to act as proctors and the timing or volume of requests.

b. Reason for requesting a deferral:

- i. Students may request a deferral for personal reasons through Learner Equity & Wellness (LEW) or individually by approaching the UME office. This must adhere to guidelines referenced above.
- ii. There may be opportunities for UME students to represent our school at provincial, national and international meetings. Advancing student participation in research is a strategic goal of Schulich Medicine. Presenting at these meetings is an integral part of this process and will be supported whenever possible.

c. Fees

- i. The UME program will differentiate on students being responsible for paying the \$100 fee to support a proctor to oversee a deferred assessment according to the following guidelines.
- ii. Payment Required:
 1. Students travelling for personal or family reasons (unless because of a death or illness of a family member).
- iii. Payment Deferred:
 1. Compassionate leave supported by documentation from the Associate Dean (UME), Managers or the Learner Equity & Wellness Office.
 2. Participating at an elite sports or arts session with documentation.
 3. Advancing your career by partaking in a licencing assesement for an interprofessional health partner college or body.

4. Representing our school or student government at an acknowledged provincial, national or international forum or meeting.
 5. Presenting original research, co-leading in a presentation, partaking as a student leader in an accredited workshop with appropriate documentation.
 6. Participating in a strategic planning process for Western University or the Schulich School of Medicine & Dentistry (on the recommendation of the Committee Chair).
- iv. Fees collected will cover the cost of additional proctors for deferred examinations. Fees collected in excess of proctoring costs will be allocated to the Student Travel Fund (in the Learner Equity & Wellness Office) to support student travel to conferences and sanctioned events.
1. The Manager, UME will establish a process for the collection of fees.
 2. The Manager, UME will provide a statement annually to HIPPO outlining the total number of deferrals, the cost associated with deferrals, the amount of fee money collected and the total allocation to the Student Travel Fund (in September of each year, reporting on the previous academic year).