



Undergraduate Medical Education (UGME) Deferred Exams Policy

Responsibility: Associate Dean, Undergraduate Education, College of Medicine

Approval: Student Academic Management Committee

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1. Purpose:

To ensure students can request deferred assessments for in-term exams, final exams, or supplemental exams in the Undergraduate Medical Education Program.

2. Principles:

- 2.1. Consideration will be given to reasonable requests for deferred assessments for in-term and final exams, or supplemental exams.
- 2.2. All requests for deferred assessment for in-term exam, final exams or supplemental exams, when granted, will not compromise the student and program goal for a successful outcome of their Undergraduate education.
- 2.3. A deferred examination may be granted to a student who is not able to complete an examination through no fault of their own, for medical, compassionate, or other unforeseen or exceptional circumstances.

3. Scope of this Policy:

- 3.1. Pertains to all Undergraduate Medical Education Students in the University of Saskatchewan, College of Medicine.
- 3.2. Includes all current sites in the province.
- 3.3. This option for deferred assessment exists in conjunction with the current policies guiding both MD Program Attendance and Absence in regard to the in-term assessment; <https://medicine.usask.ca/policies/pre-clerkship-attendance-and-absence-policy.php>
- 3.4. This policy does not apply to requests for deferral of assignments. [Assignment Submission Policy and Procedures](#)
- 3.5. Policy is to consider a deferred assessment for in-term exams, final exams, or supplemental exams (related to significant health issues and/or exceptional personal situations)

4. Policy:

The UGME Program reserves the right to grant deferred assessment for in-term exams, final exams, or supplemental exams while maintaining expectations and rigors of a professional program. There are two kinds of requests:



5. **In-term Assessment:**

- 5.1. Deferred assessment may be granted due to a pre-approved absence, significant health or personal issue Preclerkship Absence and Attendance Policy
- 5.2. Requests must be accompanied by supporting documentary evidence.
- 5.3. Documentation may be submitted to the Office of Student Affairs to protect confidentiality if required.
- 5.4. For operational reasons any deferred exam will be rescheduled to the following Friday, whenever possible except if not possible for logistical reasons.

6. **Final or Supplemental Assessment:**

- 6.1. Deferred assessment may be granted due to significant health or personal issues.
- 6.2. for other unforeseen exceptional circumstances, which will be adjudicated on case-by-case basis.
- 6.3. Requests must be accompanied by supporting documentary evidence.
- 6.4. Documentation may be submitted to the Office of Student Affairs to protect
- 6.5. confidentiality if required.

7. **Two or more deferred examinations within an academic Term:**

- 7.1. Deferred exams are intended for exceptional circumstances.
- 7.2. Students requesting two or more deferred examinations within an academic Term
- 7.3. will meet with the Year Chair (or designate) and the Office of Student Affairs to ensure appropriate supports are available.
- 7.4. College of Medicine reserves the right to determine that a student may have to
- 7.5. repeat portions of the program, if the deferral requested exceeds reasonable expectation for retaining required clinical knowledge and skills.
- 7.6. The process and any conditions for return to the program will be outlined in
- 7.7. writing to the applicant.

8. **Procedures to request an exam deferral:**

- 8.1. Students will apply in writing (email is appropriate) to:
 - 8.1.1. Year Chair and/or Year Site Coordinator,
 - 8.1.2. UGME Administrative Staff,
 - 8.1.3. Module Director and
 - 8.1.4. Course Director



- 8.2. The deadline to apply for deferred exam is 3 business days prior to the start of the exam.
- 8.3. Requests for shorter application timelines due to exceptional or unforeseen circumstances will be considered individually and should be made as soon as the health issue or personal situation arises.
- 8.4. After **TWO** deferrals in term students **MUST** provide supporting documentation (e.g. medical note, other official documentation) to the Office of Student Affairs, the year chair or designate will inform the student of the deferral decision as soon as it has been made.
- 8.5. The decision made by the Year Chair and/or Year Site Coordinator is final.
- 8.6. If a deferral is granted, the student will be required to complete a *Declaration of Secrecy* form.

9. Final Exams or Supplemental Exams, in addition to the above:

- 9.1. Students applying for deferral of a final exam or supplemental exam, will be charged a \$40 non-refundable fee when the exam deferral is granted (\$40/deferred exam if more than one final exam needs to be deferred).
- 9.2. The requirement for the fee may be reviewed in exceptional circumstances.
- 9.3. Students **must provide** any supporting documentation (eg. medical note, other official documentation) to the Office of Student Affairs for final exam deferral

10. Responsibilities

- 10.1. UGME Administrative Staff, Year Chair, Year Site Coordinator and Module/Course Director will consider all documentation and information in their decision to approve or deny a deferred exam

11. Unanticipated illness during an exam:

A student who becomes ill or is unable complete the examination for valid reasons must notify the invigilator immediately the student should then notify relevant administrative coordinator as soon as possible and may then apply for a deferred examination following the procedures outlined above.

12. Contact:

Academic Director, UGME

Phone: 306-966-2750

Email: medicine.ugme@usask.ca