



## Undergraduate Medical Education (UGME) Deferred Exams Policy

**Responsibility:** Associate Dean, Undergraduate Education, College of Medicine

**Approval:** Student Academic Management Committee

**Date:** Aug 1, 2016; Aug 21, 2018; Oct 23, 2018, Jan 3, 2019; April 5, 2022; April 9, 2024

### 1. Purpose:

To ensure students have the ability to 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 regards 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. Please see the 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:

- 4.1. In-term Assessment – Deferred assessment may be granted due to a pre-approved absence (<https://medicine.usask.ca/policies/md-program-attendance-and-absence-policy-overview.php#TypesofAbsences>), significant health or personal issue. Requests must be accompanied by supporting documentary evidence. Documentation may be submitted to the Office of Student Affairs to protect confidentiality if required.



- 4.2. Final or Supplemental Assessment – Deferred assessment may be granted due to significant health or personal issues. Deferral of final exams or supplemental exams may also be granted for other unforeseen exceptional circumstances, which will be adjudicated on case-by-case basis. Requests must be accompanied by supporting documentary evidence. Documentation may be submitted to the Office of Student Affairs to protect confidentiality if required.
- 4.3. Consistent with the principles above, although deferred exams are available to students, they are intended for exceptional circumstances. Students requesting two or more deferred examinations within an academic year will meet with the Year Chair (or designate) and the Office of Student Affairs to ensure appropriate supports are available.
- 4.4. College of Medicine reserves the right to determine that a student may have to repeat portions of the program, if the deferral requested exceeds reasonable expectation for retaining required clinical knowledge and skills. The process and any conditions for return to the program will be outlined in writing to the applicant.

## 5. Procedures:

### 5.1. For In-term exams:

- 5.1.1. Students will apply in writing (email is appropriate) to the Year Chair and/or Year Site Coordinator, with a cc sent to the UGME Administrative Staff, Module Director and Course Director to request a deferral.
- 5.1.2. The deadline to apply for deferred exam is 3 business days prior to the start of the exam. Exceptional and unforeseen circumstances that may require a shorter timeline for applications will be considered on an individual basis. These requests must be made as soon as the significant health issue and/or exceptional personal situation arises, whenever possible.
- 5.1.3. Students may provide any supporting documentation (eg. medical note, other official documentation) to the Office of Student Affairs, who will confirm receipt to Year Chair/Year Site Coordinator.
- 5.1.4. The student will be advised by the Year Chair or designate whether or not the deferral is granted as soon as a decision is reached.
- 5.1.5. The decision made by the Year Chair and/or Year Site Coordinator is final.
- 5.1.6. If a deferral is granted, the student will be required to complete a *Declaration of Secrecy* form.

### 5.2. For Final Exams or Supplemental Exams:

- 5.2.1. Students will apply in writing (email is appropriate) to the Year Chair and/or Year Site Coordinator, with a cc sent to the UGME Administrative Staff, and Course Director to request a deferral.
- 5.2.2. 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). The requirement for the fee may be reviewed in exceptional circumstances. 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.



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5.2.3. Students may provide any supporting documentation (eg. medical note, other official documentation) to the Office of Student Affairs, who will confirm receipt to Year Chair/Year Site Coordinator.

5.2.4. The student will be advised by the Year Chair/Year Site Coordinator or designate as soon as a decision has been made whether the deferral request is approved, denied, or amended.

5.2.5. The decision made by the Year Chair and/or Year Site Coordinator is final.

5.2.6. If a deferral is granted, the student will be required to complete a *Declaration of Secrecy* form.

## 5.3 Unanticipated illness during an exam:

A student who becomes ill during an examination or who cannot complete the examination for other valid reasons must notify the invigilator immediately of their inability to finish. As soon as possible, the student should notify the relevant administrative coordinator. The student may then apply for a deferred examination following the procedures outlined above.

## 6. Contact:

Academic Director, UGME

Phone: 306-966-2750

Email: [\\_medicine.ugme@usask.ca](mailto:_medicine.ugme@usask.ca)