



Undergraduate Medical Education (UGME) Deferred Exams

Responsibility: Associate Dean, Undergraduate Education, College of Medicine

Approval: Student Academic Management Committee

Date: Aug 1 2016, reviewed Aug 21 2018, reviewed Oct 23 2018, reviewed Jan 3 2019 (for implementation 2019-20 academic year)

1. Purpose:

To ensure students have the ability to request deferred or supplemental assessment for in-term and final exams in the Undergraduate Medical Education Program.

2. Principles:

2.1. Consideration will be given to reasonable request for time away for deferred or supplemental assessment for in-term and final exams.

2.2. All requests for deferred or supplemental assessment for in-term and final 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 a final examination through no fault of his/her own, for medical, compassionate, or other valid reasons.

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 (Saskatoon, Regina and Prince Albert).

3.3. This option for deferred or supplemental 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/clerkship-attendance-and-absence-policy.php#Purpose>

3.4. Policy is to consider a deferred or supplemental assessment for in-term and final exams (related to significant health issues and/or exceptional personal situations)

4. Policy:

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

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



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5. Procedures:

- 5.1. Students will apply in writing to the Year Chair and/or Year Site Coordinator, with a cc sent to the UGME Administrative Staff, Module Director and Course Director. 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.
- 5.2. 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, these will be considered on an individual basis. This request must be made as soon as the significant health issue and/or exceptional personal situation arises, whenever possible.
- 5.3. The non-refundable fee for deferred exams final exams is charged when a student's application to write the exam is granted; \$40/exam. 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 order to consider an approval or an amended recommendation of a deferred exam or supplemental assessment. The student will be advised as soon as a decision has been made whether the deferral request is approved, denied, or amended.
- 5.4. If a student requests two or more deferred examinations within an academic year, the Year Chair (or designate) will schedule a meeting with the student and the Office of Student Affairs to ensure appropriate supports are available.
- 5.5. 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 skills. The process for return to the program will be outlined in writing to the applicant.
- 5.6. The decision made by the Year Chair and/or Year Site Coordinator is final.

6. Contact:

- 6.1. Submit by email to the attention of:
UGME Administrative Staff, Year ___
B526 Health Sciences Building
107 Wiggins Rd, Saskatoon SK S7N 5E5
Cc: Module/Course Director, Year Chair, Year Site Coordinator