

TITLE: Summative Written Examination in 3rd year Clerkship—Policy

SENATE REFERENCE: 2022-MED-UGRD-06

EFFECTIVE: February 3, 2015

REVISION: September 13, 2022

APPROVED BY: Undergraduate Curriculum Committee

DATE: January 8, 2015; June 23, 2022

APPROVED BY: Faculty Council

DATE: February 3, 2015; August 29, 2022

APPROVED BY: Council of Undergraduate Studies

DATE: September 8, 2022

APPROVED BY: Executive Committee of the Senate

DATE: September 13, 2022

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The written examinations at the end of each twelve (12) week period contain multiple choice questions (MCQs) and clinical decision making questions (CDMQs). Both components will count towards the final mark.

The student who fails a written examination must write a supplemental written examination. Supplemental written examinations must be taken within six (6) weeks after Promotion Committee's decisions and results are released to the student.

NOTE: the student can apply for electives and obtain letters of good standing while supplemental written examinations are still pending, as long as all other requirements are met.

PERMITTED NUMBER OF SUPPLEMENTAL WRITTEN EXAMINATIONS

A student may be permitted a maximum of two (2) supplemental written examinations per academic year. Failure of a third written examination (either first attempt or supplemental) will lead to a review of the student's file by the Student Promotions Executive Committee (SPEC). The Committee may recommend specific remediation, repetition of affected rotations, repetition of third year, or dismissal from the program.

FAILURE OF A SUPPLEMENTAL WRITTEN EXAMINATION

Following the failure of a supplemental written examination, SPEC may recommend remediation or dismissal from the MD Program. Remediation of a failed supplemental written examination may include repetition of the affected rotation or repetition of the third year program and a delay in graduation. In addition, failure of two (2) supplemental written examinations, from different rotations, may result in dismissal from the program. Students will be excused from their clinical duties, excluding mandatory component sessions or activities, to write their exams. Supplemental examinations must follow [University Policy I-9.6](#). The date and time of the supplemental examination will be determined by the UGME Operations office at the Faculty of Medicine based on the academic calendar.

DEFERRED EXAMINATIONS IN THIRD YEAR

During Year 3, a student in good standing may be permitted to defer a maximum of two (2) written examinations for reasons of health or a compelling personal reason.

To request a deferral of an examination, a written request must be submitted to the Supervisor Academic Services—Clerkship and Year 3 Liaison Officer. In consultation with the Clerkship Director and Vice-Dean UGME, the request will be reviewed. Additional documentation may be requested. Confirmation of the deferral will be communicated by the UGME office.

Deferred written examinations are to be written within four (4) weeks of the original examination date unless the student is on a leave of absence. If the student is on a leave of absence, the deferred written examination date will be determined during the establishment of the re-integration plan for the student.

COMBINED TOTAL OF DEFERRED AND SUPPLEMENTAL WRITTEN EXAMINATIONS

The combined total of deferred and supplemental written examinations per student per year cannot exceed four (4), without incurring a potential delay in graduation. Combined totals will lead to a review of the student's file by the Students Promotions Executive Committee (SPEC). The committee may recommend specific remediation, repetition of affected rotations, repetition of third year, or dismissal from the program.

TIMING OF DEFERRED AND SUPPLEMENTAL EXAMINATIONS:

Supplemental written examinations must be written within six (6) weeks of release of results to the student after the Promotions Committee meeting. The date and time of the supplemental examination will be determined by the UGME Operations office at the Faculty of Medicine based on the academic calendar.

Deferred written examinations must be written within four (4) weeks of the original examination date unless the student is on a leave of absence. Students must advise the Year 3 Liaison officer in writing two (2) weeks prior to the chosen date and time.

Exception: if there are outstanding clinical components or a clinical remediation plan has been developed, the student may only write their supplemental or deferred examination after the completion of the clinical course component. Timelines will be reviewed in conjunction with the rotation director, the clerkship director and the UGME clerkship operations team.

Students will be excused from their clinical duties, excluding mandatory component sessions or activities to write their exams. Supplemental exams must follow [University policy I-9.6](#). The grade obtained on the supplemental exam replaces the final examination grade for the rotation. However, a note on the transcript will indicate that this grade was obtained because of a supplemental exam.