



Faculty of Medicine

Undergraduate Medical Education Deferred Examination/Assessment Policy

Office of Accountability:	Undergraduate Medical Education Office
Office of Administrative Responsibility:	Undergraduate Medical Education Office
Approver:	Undergraduate Medical Studies Committee
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Definitions

Deferred Examinations or Assessments	Examinations or assessments that have been rescheduled to a later date than originally scheduled for valid reasons.
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Overview

The Faculty of Medicine provides learners with a range of educational experiences including lectures, clinical skills training, and assessments of learning and performance. It is the responsibility of learners to attend and to participate in all these scheduled curriculum activities to maximize their learning experience and to ensure that their performance can be adequately assessed. Learners unable to attend mandatory activities due to sickness or other valid reason are required to notify the Undergraduate Medical Education (UGME) office and the Phase Lead. Learners are responsible for the completion of all assessments and examinations. Learners may request permission to sit a deferred assessment. No request to complete the exam or assessment prior to the scheduled date for the class at large will be considered. The granting of deferred assessments will be at the discretion of the Phase Lead.



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Policy

1.0 General Provisions

1.1 Deferred Examinations or Assessments will be considered ([and supporting documentation may be required](#)) for the following reasons:

1.1.1 Family Death;

1.1.2 Incapacitating Illness on the part of the learner; or,

1.1.3 Representation of the university/medical school at a recognized function.

1.2 In the event of exceptional and unforeseen circumstances, the Phase Lead may grant a deferral for reasons other than those listed above. These exceptions will however be considered on an individual basis. In these circumstances, the Phase Lead may refer the matter for discussion by the Phase Management Team at a regularly scheduled monthly meeting.

1.3 Learners who avail of examination deferrals are strongly encouraged to speak with the Office of Learner Well-Being and Success to ensure that adequate supports are in place for the learner to succeed in the MD program.

2.0 Timeframe for requesting deferral

2.1 Where possible, the learner must make their request for a deferred examination or assessment **PRIOR TO** the originally scheduled date. Exceptions will only be made in the event of an emergency situation; in these instances, the request to defer the examination or assessment must be made as soon as possible and no later than two days after the original date of the examination or assessment.

3.0 Scheduling of Deferred Examinations or Assessments

3.1 Learners will be notified of the examination/assessment deferral date as determined by the Phase Lead in consultation with UGME staff.

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- 3.2 In the event that the examination or assessment is not completed at the end of the Phase, an interim grade of INC will be assigned. This grade will be replaced by the final grade that must be received by the Registrar within the time period allowable as specified by the Registrar.

Procedure

- A.0 Requests for exam or assessment deferral are to be made by submitting an “Examination/Assessment Deferral Request” form to the Undergraduate Medical Education office with a clear and complete reason as outlined in Section 1.1.
- B.0 Learners requesting deferrals are encouraged to seek support from the Learner Well-Being Consultant, as needed.
- C.0 The request to defer an examination/assessment may require accompanying supporting documentation (i.e. physician's note, obituary, conference registration). The Faculty reserves the right to verify all documentation and may request additional corroborative documentation of the reasons. Medical documentation will be submitted to the Office of Learner Well-Being and Success via the Learner Well-Being Consultant.
- D.0 The decision regarding the request of the learner to have an examination or assessment deferred, including information on the appeals route open to the learner in the case of a negative decision, must be communicated by the UGME office in writing to the learner within one week of the receipt of the learner's completed application. As outlined in University Regulation 6.15.2.3, Routes of Appeal of Academic Regulations, a student whose request for a Deferred Examination has been denied may direct the appeal to the Undergraduate Medical Studies Committee.
https://www.mun.ca/regoff/calendar/2020_2021/sectionNo=REGS-0859
- E.0 Deferred examinations/assessments will be provided in the same format as the original examination/assessment.

Supporting Documents:

[Examination/Assessment Deferral Request Form](#)