INTRODUCTION AND PURPOSE:

The purpose of this policy is to define the procedures for scheduling and evaluating a retake and/or rescheduled clinical examination administered at the Chicago Medical School (CMS).

CANCELLATION:

Most recent version of CMS Clerkship Retake/Rescheduled Exam Policy dated July 1, 2019

SCOPE AND APPLICABILITY:

This policy shall apply to all students enrolled in required third and fourth year clerkships and the M3 Emergency Medicine elective.

POLICY STATEMENTS:

Students are required to take exams as scheduled and in the proscribed manner. Repeated absence from scheduled or rescheduled exams may be considered a lapse in professionalism. Failure to comply may result in academic consequences for the student.

DEFINITIONS:

Retake Exam: A subsequent examination due to deficient performance.

Rescheduled Exam: An alternative exam arrangement (date/time) due to absence.

Incomplete (I): A temporary notation that a grade cannot be determined because the student has been unable to complete part of the course due to extenuating circumstances.

Needs Remediation (NR): A temporary notation that a grade cannot be determined because the student must remediate one or more core components of the course.

PROCEDURES:
RESCHEDULING AN EXAM DUE TO ABSENCE

1. If a student misses an exam due to absence, they will receive a temporary grade notation of Incomplete (I).

2. The student will have two weeks from the initial absence to schedule a date for the rescheduled exam.

3. The rescheduled examination must be taken by the deadline indicated by the Education Director, within 12 months of the last day of the clerkship, or by the time of graduation, whichever occurs first.

4. If the rescheduled exam is not completed in the established time frame, the student will receive a grade of "Fail" for the rotation.

5. For M3 students, a rescheduled examination must be administered:
   a. During the M3 winter break;
   b. At the conclusion of all clerkships at the end of the M3 year;
   c. On select pre-scheduled M3 Career Day dates; OR
   d. On the same day as the student’s subsequent final exam for his/her current clerkship.

   For M4 students, the rescheduled examination must be administered:
   a. On one of the next two scheduled M3 exam dates;
   b. On a scheduled M3 exam retake/make-up day; OR
   c. On an alternative date scheduled with the UGME Specialist.

   Students are not permitted to sit for a clerkship’s exam prior to the scheduled exam date. Students are also not permitted to schedule an exam during a current clerkship/sub-internship.

6. For M3 students, the rescheduled exam will be measured against the quarterly exam benchmarks which most approximate the student’s experience.

   For M4 students, the rescheduled exam will be scored against the exam benchmarks for the fourth quarter.

7. Until the exam has been administered and passed, the student may not take any electives or Sub-I in that discipline.

8. If the student passes the rescheduled exam, their exam score will be factored into the final grade per the CMS Clerkship Grading Policy. If the student fails the rescheduled exam, they must follow the procedures for retaking an exam due to failure.
RETAKING AN EXAM DUE TO FAILURE

1. If a student fails the final exam, they will receive a temporary grade notation of Needs Remediation (NR).
2. The student is required to meet with the Education Director, the CMS Director of Academic Advising and Success, or the RFUMS Director of Academic Support.
3. The student will have two weeks from the initial failure to schedule a date for the retake exam. Students are strongly encouraged to schedule the exam early to promote academic success.
4. The retake examination must be taken by the deadline indicated by the Education Director, within 12 months of the last day of the clerkship, or by the time of graduation, whichever occurs first.
5. If the retake exam is not completed in this time frame, the student will receive a grade of "Fail" for the rotation. For M3 students, a retake examination must be administered:
   a. During the M3 winter break;
   b. At the conclusion of all clerkships at the end of the M3 year;
   c. On select pre-scheduled M3 Career Day dates;
   d. On the same day as the student’s subsequent final exam for his/her current clerkship.

For M4 students, the rescheduled examination must be administered:
   a. On one of the next two scheduled M3 exam dates;
   b. On a scheduled M3 exam retake/make-up day; OR
   c. On an alternative date scheduled with the UGME Specialist.

Students are not permitted to schedule an exam during a current clerkship/sub-internship.

6. For M3 students, the retake exam will be measured against the quarterly exam benchmarks which most approximate the student’s experience.
For M4 students, the retake exam will be scored against the exam benchmarks for the fourth quarter.
7. Until the exam has been remediated and passed, the student may not take any electives or Sub-I in that discipline.
8. Retake examination grading: Per the CMS Grading Policy, after remediation, the highest grade attainable will be a "Pass". If the student passes the retake exam, they receive a grade of "Pass" for the rotation. If the student fails the retake exam, they receive a grade of "Fail" for the rotation. A failure will result in the student repeating all or part of the rotation at the discretion of the Education Director, in consultation with the Assistant Dean of Clinical Education.

EXAM ADMINISTRATIONS DUE TO UNFORSEEN EMERGENCY

1. In the event of unforeseen circumstances that result in interruptions to exam administrations or deliverables (e.g. a University closure), the Office of Student Affairs and Education, in
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collaboration with the Department of Clinical Sciences, will provide additional opportunities for students to make-up or reschedule a missed exam.

2. Students may be assigned a temporary grade notation of Incomplete (I).

3. In consultation with the Assistant Dean of Clinical Education, students may still be permitted to take electives or sub-internships.

4. For M3 students, the retake exam will be measured against the quarterly exam benchmarks which most approximate the student’s experience.
   For M4 students, the retake exam will be scored against the exam benchmarks for the fourth quarter.

5. If the student passes the rescheduled exam, their exam score will be factored into the final grade per the CMS Clerkship Grading Policy. If the student fails the rescheduled exam, they must follow the procedures for retaking an exam due to failure.

POINTS OF CONTACT:

Office of Student Affairs and Education.

REFERENCES AND RELATED POLICIES:

Exam Conduct Policy
Excused Absence Policy
Clerkship Grading Policy
CMS Professionalism Policy
RFUMS Academic Catalog
M3 Longitudinal Orientation Calendar