DALHOUSIE UNIVERSITY

FACULTY OF MEDICINE

Undergraduate Medical Education Program

Faculty of Medicine Undergraduate Exam Rescheduling Policy

Approved By	
Application / Scope	
Approval Date	
Review Date	

Preamble

Undergraduate Medicine at Dalhousie University has unique features differentiating it from other Dalhousie undergraduate programs, which the current University policies on exam rescheduling do not consider. Any policy pertaining to Medicine must take into account:

- The distributed nature of the Program in two provinces in the pre-clerkship years (Med 1 &2) and multiple sites across all three Maritime provinces in clerkship (Med 3 &4)
- Time for travel before and after exams must be considered/adjusted for affected Med 3 & 4 students
- Each exam is summative and worth 100% of the student's grade/course, and each course must be passed
- No policy can take into account all potential reasons that campuses or sites may be inaccessible for exam writing, and the Associate Deans UGME and DMNB must have authority to amend the exam date, hour and/or location
- That delaying an exam is stressful for students and will only be done when it is the most reasonable, prudent and safe decision to make.

Policy

- Closure of one campus on an exam day will require rescheduling of exams for both campuses for Med 1&2
- Med 3 & 4 students may be required to travel to a different site than an originally scheduled site
- Rescheduled exams will be rebooked to the next possible day, taking into account room availability, student and invigilator factors.
- Unexpected circumstances will be managed according to the discretion of the senior invigilator.
- If an exam has commenced but the site has closed prior to the scheduled end time, students will be allowed to submit their exam for grading or request to re-sit the exam at the regularly scheduled deferral date. The request to grade or to defer the exam must be made to the invigilator prior to the student leaving the room. Students who have already left the exam will have their exam graded in the usual fashion.

Exam Rescheduling Protocol, Approved by Curriculum Committee (UMECC) on July 27, 2017