

 <p data-bbox="394 321 651 394">UNIVERSITY OF MANITOBA</p> <p data-bbox="256 436 667 464">Master Physician Assistant Studies</p>	<p data-bbox="703 342 1040 464">Internal Deferred Examination Policy</p>
Effective Date	December 8, 2010
Revised Date	December 1, 2015
For Review Date	December 2020
Approving Body	MPAS Curriculum Committee
Authority	MPAS Curriculum Committee
Implementation	Chair, PA Curriculum Committee (or designate)
Contact	Master of Physician Assistant Studies Program Director
Applies to	Master of Physician Assistant Studies College of Medicine

The Master of Physician Assistant Studies (MPAS) program understands that in particular circumstances students may have to defer a specific examination. This policy specifies how MPAS, Faculty of Medicine will address issues related to examination deferral.

1. Definitions

- a) Deferred Examination – An approved delay in writing a summative examination.
- b) Summative examination (hereafter referred to as examination) – Block, Midterm, Final, Year 1 Comprehensive Didactic Examination, or Observed Histories & Physicals examination of which the primary purpose is to determine the extent to which the stated learning objectives have been met.
- c) Block examination – a set of multiple choice and/or short answer examinations at the end of a unit of work in the Academic Year of the MPAS.
- d) Mid-term Examination - a summative multiple choice examination conducted at the midpoint of a course.
- e) Final Examination – a summative multiple choice examination and/or short answer examination conducted at the end of a course
- f) Working day – A day in which the University of Manitoba is open for business.
- g) Supporting documentation – medical certificate from a licensed practitioner that states the student is unfit to sit the examination on the scheduled date; documentation from registered practitioner of another professional body, such as a psychologist or a social worker which states the student is unfit to sit the examination on the scheduled date; death notice or death certificate; police report.
- h) Emergency circumstances – situation the student was not anticipating such as a car accident on day of examination.

2. Eligibility for a Deferred Examination

- 2.1. The normally accepted causes for a student to apply for a deferral of an examination include, but are not limited to, the following:
 - 2.1.1. Acute serious illness – illness that requires hospital admission, serious injury, severe asthma, severe anxiety or depression, or high grade fever.
 - 2.1.2. Death or serious illness of a person in the immediate family or other person with whom the student has a similarly close relationship.
 - 2.1.3. Trauma – accident, criminal assault, robbery, or similar traumatic experience.
 - 2.1.4. Delivery of a child – applies to either parent.
- 2.2. The following causes are not normally accepted in relation to this policy: Minor illness – headache, cold, insomnia, malaise. Travel, vacation, social plans, airline flights. Employment issues. Childcare issues, unless related to serious illness as described above. Conflict with examination or course requirements as part of another program or school.

3. Process

- 3.1. A student seeking to defer an examination must complete the Deferred Examination Form https://umanitoba.ca/faculties/coned/general.../deferred_exam.pdf and forward it together with required documentation to the MPAS Program Director.
- 3.2. The MPAS Program Director reserves the right to waive the five-day deadline in emergency circumstances. In this case the Deferred Examination Form and supporting documentation must be submitted no later than five working days **following** the date of the scheduled examination.
- 3.3. The MPAS Program Director will contact the student and will make a determination in relation to the student's request and will communicate the decision in writing to the relevant MPAS Course Coordinator.
- 3.4. A deferred Block, Midterm, Final or CDE examination will normally be rescheduled to a date no more than 10 working days after the scheduled examination.
- 3.5. If, due to ongoing illness/bereavement, the student is unable to write the deferred examination within 10 working days as stated above, the examination will be deferred to a defined date after the end of the academic year. Students will be notified of their date no less than four weeks in advance of the rescheduled examination date.
- 3.6. A deferred H & P examination will be rescheduled to a date in accordance with the schedule for Deferred and Supplemental H & Ps Examinations, which will be determined on an as- needed basis.
- 3.7. In case of an emergency arising on the day of the exam, the student must contact the MPAS Program Director directly.
- 3.8. The MPAS Program Director reserves the right to deny a request for a deferred examination.
- 3.9. Appeals are made through the Associate Dean, Graduate Studies.
- 3.10. The Associate Dean, Graduate Studies will communicate the decision in writing to the MPAS Program Director and the relevant MPAS Course Coordinator.
- 3.11. A student has the right to appeal the decision of the Associate Dean, Students through the Faculty of Graduate Studies Appeal Process SECTION 9: Appeals – Procedures And Guidelines University of Manitoba Catalog
- 3.12. A student who does not follow the above statements while seeking to defer an examination will be considered to have failed the examination (Refer to Examination Conduct Policy)