

Policy Name:	Examination Conduct, Grades and Grade Appeals Policy
Application/ Scope:	Students registered in the Master of Physician Assistant Studies Program
Approved (Date):	[Jan 2020]
Revised (Date):	
Review Date:	[5 or 10] years from last approved/revised date
Approved By:	MPAS Curriculum Committee: [xx date] <i>Faculty of Graduate Studies Council: [xx date]</i> <i>Senate: [xx date]</i>

1. PURPOSE

To provide the Master of Physician Assistant Studies Program and Physician Assistant students with specific processes to address examination conduct, grades and grade appeals that complements the University of Manitoba Final Examination and Final Grades Policy, the related procedures and the supplemental regulations of the MPAS program.

2. DEFINITIONS

- 2.1 Academic Year 1 Comprehensive Didactic Exam (CDE) PAEP 7150: The comprehensive examination that Physician Assistant students are required to pass at the end of the Academic Year (Year 1). PAEP 7150 is graded as “Pass” or “Fail”.
- 2.2 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 program.
- 2.3 Communication Devices: electronic devices with memory capability such as personal digital assistants, cellular phones, pages, calculators and laptop computers.
- 2.4 Final Examination: A summative multiple-choice examination and/or short answer examination conducted at the end of a course.
- 2.5 Mid-term Examination: A summative multiple-choice examination conducted at the midpoint of a course.
- 2.6 MPAS: Master of Physician Assistant Studies.

- 2.7 PAEP 7300: Identified as PAEP 7300 Comprehensive Assessment of Clinical Skills, the formative and summative assessments held in the Clinical Year (Year 2). It includes the Mini-Clinical Examinations (currently 22), the ITERs (currently 10) resulting from the Clinical Courses/Rotations, and the oral exams, observed histories and physical exams (currently 12). PAEP 7300 is graded as “Pass” or “Fail”.
- 2.8 Physician Assistant students (PA-S): Students enrolled in the MPAS program at the University of Manitoba.
- 2.9 Summative Examination (hereafter referred to as examination) include Block Examination, Mid-term Examination, Final Examination, Academic 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.

3. **POLICY STATEMENTS**

Exam Conduct - General

- 3.1 All examination information is confidential. Any transmission of examination information, either in writing, electronically or verbally, is expressly prohibited without the prior consent of the Program Director, MPAS.
- 3.2 Physician Assistant students are not permitted to procure, use or attempt to use or distribute any inappropriate or unauthorized exam information or materials.
- 3.3 Physician Assistant students are required to provide laptops for electronic exams or writing materials, as appropriate.
- 3.4 No books, notes, reference materials, or Communication Devices are permitted in the examination room without permission of the Course Coordinator or Program Director, MPAS.
- 3.5 No food or beverages, with the exception of water, are permitted in examination rooms.
- 3.6 No form of communication among Physician Assistant students is permitted during an examination.
- 3.7 Physician Assistant students are required to arrive for all examinations at the stated exam start time.
- 3.8
 - a) Lateness (up to 30 minutes) may be accommodated for Block Examinations, Mid-term Examinations or Final Examinations, due to weather, traffic, or unforeseen events.
 - b) The student should contact the Program if late arrival is anticipated, or proceed to the Program Office for assistance.
 - c) Physician Assistant students who arrive after the 30 minutes will not be permitted to enter the examination room. No extra time will be given for Physician Assistant students who arrive late.
 - d) If late due to unforeseen events, accommodation by the Program Director or designate is permitted, subject to resource availability.

- 3.9 Late arrivals for oral exams, observed histories and physical exams, OSCE will not be accommodated.
- 3.10 Physician Assistant students are not permitted to return to the examination room after leaving without permission from the Course Coordinator or designate.
- 3.11 PA-Students missing a scheduled examination in the absence of an approved deferral will receive a mark of zero for that examination.
- 3.13 Students with stated accessibility needs are accommodated under the University of Manitoba Accessibility Policy and the Student Accessibility Procedures.

Exam Conduct - Block Examinations, Mid-term Examinations, Final Examinations, or Academic Year 1 Comprehensive Didactic Examinations

- 3.14 Students needing to speak to the invigilator must do so by raising their hand or approach the invigilator quietly. The invigilator(s) will not provide clarification of perceived errors, ambiguities or omissions during the examination.
- 3.15 Questions concerning possible errors, ambiguities, or omissions in the examination must be documented on the feedback form provided.
- 3.16 When the invigilator announces “10 minutes remaining” in the examination students must remain seated until the ‘end of examination’ announcement is made.
- 3.17 At the end of the examination, students must stop writing, shut down computers, and return required examination materials to the invigilator(s). Students leaving early must hand in all completed and attempted work.

Exam Conduct - Oral Exams, Observed Histories and Physical Exams (OSCE)

- 3.18 Examinations will be video recorded when possible for review, as necessary.
- 3.19 Physician Assistant students must arrive for the session as specified in communication from the Examination Coordinator.
- 3.20 Physician Assistant students are required to provide their writing materials, lab coats, nametags and specified medical equipment.
- 3.21 Each Physician Assistant student must proceed from station-to-station as instructed.
- 3.22 Each Physician Assistant student must exit the examination area at the close of the examination.

Final Grade Appeals

- 3.23 After speaking with the Course Instructor and Program Director, PA-students may enter an appeal, through the Registrar’s Office, for assessment of one or more grades. A student wishing to make a final grade appeal must do so by the deadlines set by the Registrar’s Office.

Deadlines for the appeal of a Final Grade are published in the Calendar and posted on the [Registrar's Office website](#).

- 3.24 Applications must be made on a prescribed form obtainable from the Registrar's Office. On payment of the prescribed fee, such appeals shall be forwarded to the Program Director, MPAS. The appeal will proceed as set out in the procedures of the Registrar's Office.
- 3.25 If the Physician Assistant student is not accepting of the result of the appeal, the Physician Assistant student may further appeal to the Faculty of Graduate Studies in accordance with its Academic Appeal procedures.

4.

PROCEDURES

Procedures are defined and determined by the Faculty of Graduate Studies and the University of Manitoba. Please see the Academic Calendar for details.

5. **REFERENCES**

- 5.1 MPAS Deferred Examination Policy:
http://umanitoba.ca/faculties/health_sciences/medicine/education/paep/media/Deferred_Exam_Policy.pdf
- 5.2 Faculty of Graduate Studies – Academic Appeals:
https://umanitoba.ca/faculties/graduate_studies/media/Academic_Appeal.pdf
- 5.3 University of Manitoba Accessibility Policy and Student Accessibility Procedure:
https://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html
- 5.4 University of Manitoba Final Examinations and Final Grades Policy:
http://umanitoba.ca/admin/governance/media/Final_Examinations_and_Final_Grades_Policy_-_2013_09_01_RF.pdf
- 5.5 University of Manitoba Final Grades Procedures:
http://umanitoba.ca/admin/governance/media/Final_Grades_Procedures_-_2013_09_01_RF.pdf

6.

POLICY CONTACT

Please contact the Program Director, MPAS, with questions regarding this document.