



Max Rady College of Medicine

UGME Exam Deferral Guidelines

Name:	Deferred Examination Guidelines
Application/ Scope:	Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	November 15, 2019
Review Date:	November 2024
Revised (Date):	
Approved By:	Progress Committee [November 2019]

1. Appropriate documentation (medical or otherwise) will be required to support all deferrals. No stipulations will be made regarding which Care Providers provide this documentation. Documentation for bereavement will be at the discretion of the Associate Dean Student Affairs and may include obituaries, funeral notice/program, etc.
2. In the case of all Pre-Clerkship modular courses:
 - Any deferral of a midterm will result in a final examination that will be worth 100%, less the value of any assignments in that course, which will still be required. The final exam will occur at the originally scheduled time.
 - Any deferred final examination will take place in the summer, except for CV1 and RS1, which will take place at Christmas. It will be worth the same weight as originally stated; in other words, the midterm and any assignments will count for their original weights. The content of these deferred exams will be the same as the supplemental exams.
3. In the case of Pre-Clerkship longitudinal courses:
 - Those with only two exams (PH1, PH2, PF1) will be treated as above.
 - Those with more than two exams (CR1, CR2, PF2, CS1, CS2) –
 - i. Where the weight of the deferrals exceeds 40% of the course, those students will be treated as above.
 - ii. Where the weight of the deferrals is below 40% of the course, the student's mark will come proportionately from the remaining assessed components. These students will not sit a deferred exam. For example, the mark in PF2 consists of 15% for assignments, plus 85% for 8 exams (i.e. each exam is worth 10.625%). For a student who defers one exam,

the course mark will consist of 15% for assignments, plus 85% for 7 exams (i.e. each exam worth 12.143%).

- iii. In the case of CS1 and CS2, the students' grades will be based on a minimum of eight stations.
4. In the case of Clerkship NBMEs, these exams will be rescheduled as usual by the exam administrator. They will not be deferred until the summer.
5. In the case of assignments (e.g. written assignment, video assignment), a deferral due date will be set by the Associate Dean Student Affairs in consultation with the appropriate Course Director. When the assignment involves group work, the group work component will be waived at the discretion of the Associate Dean Student Affairs and the other components of the assignment grade adjusted proportionately.
6. No student will be permitted more than two deferrals per year.
7. There are five exceptions to the above rules regarding deferral limit and exam scheduling:
 1. Students with scheduled planned absences for student government
 2. Students with research presentations nationally or internationally. Deferral will generally not be granted for conferences if the student is not presenting research.
 3. Students requesting deferral for bereavement/funeral, in the case of a first or second-degree relative. As such, for example, this will include parents, step-parents, siblings, children, spouses (including 'common-law'), grandparents, uncles, spouse's parents, etc. It will not include first cousins, great aunts, and friends.
 4. Religious observance
 5. Students participating in athletic or artistic pursuits at an inter-university, provincial, inter-provincial, national or international level.

In the case of deferred midterm under these circumstances (Rule #7), these students will not be subject to the two deferral maximum; these deferrals will still result in a final examination that will be worth 100% of the course mark, less any value of any assignments for that course, which will still be required.

In the case of deferred final examinations under these circumstances (Rule #7), these students will not be subject to the two deferral maximum; these students will be permitted to schedule their deferred examination within seven to ten working days.