



Common Questions and Answers

Exam and Assignment Deferrals

NOTE: These common questions and answers are meant to help you navigate the sometimes complicated policies, but they may not apply to every situation. They are NOT a substitute for the official policy and procedures, which hold precedence and can be found here: <https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>. If you have any questions about details in the policy, please contact Student Affairs and/or the Policy Contact (listed at the bottom of each policy)

1. Why do I have to tell Student Affairs the reason for my deferral and produce documentation? I thought there was a new policy saying that we didn't need to?

The University in general has a new policy, in place for fall of 2022. Students will be asked to fill out a self-declaration form, rather than producing a medical note or other documentation to support their reasons for missing an assignment, test or exam. This policy does not apply to the College of Medicine since it conflicts with existing Senate approved UGME policies. We will be continuing to require documentation to support such requests. This has been decided because the number and frequency of evaluations in our College makes a self-declaration form unfeasible.

While we will not be using the self-declaration form, we agree that unnecessary documentation adds time, stress and a cost to what might already be a difficult situation. We will work with you to ask for the minimum documentation required and be respectful of your individual situation in terms of timing and documentation requirements.

2. I woke up ill on the day of the exam. I'm not really all that sick but I can't pass the screening criteria for entry to the campus. What do I do?

Do not attend campus if you cannot pass the screening criteria. Email the evaluations coordinator (preclerkevaluations@umanitoba.ca) right away and let them know you cannot attend the exam due to illness- they will get back to you as quickly as they are able. Please cc the Student Affairs email (StudentAffairsMed@umanitoba.ca) and Dr. Goldberg (Aviva.Goldberg@umanitoba.ca) on that email as well.

As soon as you are feeling well enough to do so, submit a deferral form, which can be found on the Rady Faculty of Health Sciences policy page and in the Student Affairs Community on Entrada. We will generally not require medical notes for deferrals due to failure of screening criteria, but may require notes for deferrals due to other illnesses, or repeated deferrals, as per our policy. **NOTE:** Rules and procedures around screening criteria have continued to evolve since the COVID-19 pandemic. Refer to the most up to date information on this issue, and contact Student Affairs if you have any questions.

3. I was really very sick/was in a collision/got terrible family news and missed my exam. Now what happens?

We know that emergencies happen, and will accommodate exam deferrals for serious issues like these. If you can, email the evaluations coordinator (preclerkevaluations@umanitoba.ca), Student Affairs email (StudentAffairsMed@umanitoba.ca) and Dr. Goldberg (Aviva.Goldberg@umanitoba.ca) as soon as you are able to explain what happened. If you do not attend for an exam we will reach out to you to make sure you are OK- please get back to us as soon as you can, even if it's just a brief check in.

As soon as you are able, submit a deferral form which can be found on the Rady Faculty of Health Sciences policy page and in the Student Affairs Community on Entrada. We will work with you to request the least intrusive documentation as possible and will respect your time and emotions in arranging for the deferral.



4. I slept through an alarm and missed my exam, or traffic was really bad and I got to campus super late. Can I defer retroactively? I worry that this will appear on my transcript and ruin my chances at residency.

No, we do not approve deferrals for this reason as it is your personal responsibility to be prepared to attend an exam on time and to plan appropriately for weather and traffic. We advise you to plan to arrive to exams 15 minutes before the start time. We are sensitive to major weather situations like blizzards and will accommodate the entire class when required.

You can arrive late to an exam (up to 30 minutes) but do not get extra time. If you arrive later than this or miss an exam completely you will receive a zero. You will have a chance to write supplemental exams in the summer. While this can be frustrating, most students who this happens to (and it happens multiple times a year) do fine on the supplemental exams. As with other supplemental exams, as long as you pass within the required number of attempts to pass the year, there will be no record of the failure on your transcript.

5. I understand that Student Affairs wants to know what's going on with me, but I don't feel comfortable sharing my personal medical information with them, or having that information get out to others. What do I do?

If you need deferrals within the policy for medical reasons (no more than 2 per year) you can request a medical note from your provider that maintains your privacy while letting Student Affairs know what kind of accommodations are appropriate for your situation. Instructions for medical providers on appropriate documentation can be found here: <https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies> You can find "Guidelines for physicians and health professionals providing certificates of illness or injury" is listed in the exam section.

Many students do feel comfortable sharing their medical diagnoses with Student Affairs faculty and you are welcome to do so. We respect the confidentiality of these discussions and maintain your privacy to the greatest degree possible. If we do know what it is going on, it can be easier for us to provide you with resources to help you succeed throughout the year. It is your choice about how much you decide to share.

6. I maxed out my deferrals, but now I really need a third one. Do I have to still write when I am sick, or grieving?

We set a two deferral maximum so that students carefully consider if a deferral is the right choice for them. Deferred final exams are written in a relatively compressed timeline in the summer, which can affect other important events (summer research, vacation etc.). However, we know that unexpected things happen and you may need to defer more twice.

If you need exam deferrals in excess of the 2 deferral maximum per year, we will do our best to accommodate you. We may want to meet, will require additional documentation and need to discuss your situation with the Associate Dean UGME and/or the Progress Committee as appropriate. We will maintain your privacy to the greatest degree possible in these communications.

7. Are all deferred exams automatically written in the summer?

Many deferred exams get deferred to the summer, but not all. Please refer to the deferral policy as this can get complicated based on the type of exam being deferred (midterm, final or an exam in a modular course) and the reason for deferral. CV1 and RS1 supplemental exams are written over the Winter Break and must be passed before you can move on to CV2 and RS2. In general, deferred midterms are not rescheduled- their weight gets transferred to the final exam. Final exams deferred for student government, athletics, research presentations, bereavement or religious observance can often be written within 7-10 days of the deferred exam. For longitudinal courses, it is very complicated and depends on the exam and course. In clerkship, deferred NBME exams usually cannot be written until August (near the end of core rotations.) Since this is such a complicated answer, it is important to refer to the policy and ask Student Affairs to help clarify.

8. What happens if I need to defer an assignment? Do I still have to do it? When will it be due?

The answer to this question really depends on what the assignment is and how long you need to defer it. Some assignments may be waived, and others need to be submitted late. We will do our best to work revised due dates around other assignments and exams, but also need to consider the flow of the course and marking deadlines. If you need to defer an assignment, please apply as far in advance as possible by filling out the assignment deferral form, which can be found here (<https://umanitoba.ca/health-sciences/sites/health-sciences/files/2022-02/application-for-assignment-extension.pdf>) If a deferral is approved, the Student Affairs office will work with you and the course director to figure out when and if an assignment will be required, and set a revised due date.

CONTACT US

We welcome feedback. Please let us know if you find this document helpful and if you have tips you would like us to add! Contact us at StudentAffairsmed@umanitoba.ca.