

Draft: Grade assignment procedures for students with illness and/or medically-related issues, and those attending approved events.

Introduction

At the beginning of each academic year, each student will receive a copy of the schedule of assessments taking place during the academic year. It will be the responsibility of each student to ensure that no conferences, meetings, appointments or other events are scheduled during these assessment time-periods. However, in extenuating situations involving illness, or other medically-related issues, and academically-relevant events, the following policy will be enforced.

For excused absences from specific sets of sessions and/or 50% or more of a module the student is referred to Section 1.8 of the Policy: NOSM Code of Student Conduct.

Illness or other medically-related issues

In circumstances involving illness or other medically-related issues that prevent a student from writing a summative assessment/examination/OSCE/other required assessments, he or she must inform the Associate Deans' UME Office by telephone or via email within 24 hours of the scheduled summative assessment/examination/OSCE/other required assessments. The student or, depending on the severity of illness, the student's representative, must obtain a Request for Interruption in Student Attendance (RISA) form from the office of the Associate Dean Learner Affairs. This form must be accompanied by a statement from a licensed physician who will be required to indicate that the ailment of the student rendered the student incapable of writing the exam on the scheduled date and time of the exam. All documentation must be submitted to the Associate Dean's UME Office within 48 hours of the missed examination (excluding weekends and statutory holidays). If the required documents are not submitted within the allowable time frame, this will result in an automatic grade of fail for the missed assessment.

Academic Events

In circumstances involving individual arrangements for those students interested in attending academically-relevant events, requests for approval must be directed to the Associate Dean's UME office for review and consideration. It is the responsibility of the student to ensure that the Associate Dean's UME office is given written notice at least 8 weeks prior to the scheduled examination that will be missed. Students must note that it is at the discretion of the Associate Dean UME to determine whether an accommodation is warranted. In determining whether an approval will be granted, the Associate Dean UME will further take into consideration the ongoing performance of the student, the nature of the extenuating circumstances, and the justification provided by the student.

Arrangements

If a student's request for arrangements is approved, and depending on the weight of the assessment (i.e. Bell ringer vs. P1SA), the Associate Dean UME **will determine** which **one** of the following options will be exercised: i) the student will be given the opportunity to write another examination, either immediately before the regular exam or within 10 working days following the end of the missed exam; or, ii) the use of a formula for the calculation of estimated examination marks which estimates examination results on the basis of a student's relative achievement within his or her peer group; or, iii) the weight of relevant questions on the summative examination (i.e. P1SA) will be increased to substitute for the content examined in the missed component of the assessment (i.e. bell ringer); or, iv) in rare circumstances, where the student's performance is not an issue, the elimination, without penalty, of **only one** exam grade during the course of the four-year, medical program.