

**UNIVERSITY OF HOUSTON SYSTEM
COLLEGE OF MEDICINE**

SUBJECT: Missed Examination Policy

I. PURPOSE AND SCOPE

- A. To inform UH College of Medicine students, faculty, and staff of the policy and procedures related to making up a missed UH College of Medicine summative examination.
- B. To ensure the UH College of Medicine complies with the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standard 12.4.

II. BACKGROUND

This policy relates to a missed summative examination only. See Attendance Policy for other course activities (interactive, group, formal formative assessments).

III. POLICY

- A. If a student is unable to take a summative examination (i.e. mid-term, final course examination, OSCE, NBME, or other computer-based examination) at the scheduled time, he/she must notify the Office of Medical Education (OME), as soon as possible AND submit the online Absence Report Form.
- B. OME will determine whether a summative make-up examination will be granted.
 - 1. In general, a make-up summative examination will be granted only for illness, disability accommodation or emergency. Rare exceptions may apply based on a student's situation for good cause shown.
 - 2. If the absence from the scheduled examination is due to illness, the student must provide a doctor's note and upload it with the Absence Report Form.
 - 3. Under any circumstances, additional documentation may be requested from OME.
 - 4. OME will inform students of the decision to grant or deny a make-up summative evaluation.
- C. When OME grants a make-up summative evaluation, OME will work with course and clerkship directors to schedule an appropriate makeup summative examination.
 - 1. In general, make-up examinations must be complete within one (1) week of return from the absence.
 - 2. NBME examination or OSCE make-up in the clinical years may be allowed more than one (1) week due to NBME request time, testing space needs, and availability of standardized patients and OSCE space.
- D. No make-up summative examination will be given without OME approval. If the student believes this consequence is not appropriate to their particular situation, he/she may appeal this in writing to the Associate Dean for Medical Education within five (5) business days following receipt of notice of denial.

IV. MONITORING OF THIS POLICY

The Office of Medical Education will monitor student attendance and student absence report forms for adherence and approval of absences for summative exams.

Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>

MISSED EXAMINATION POLICY	POLICY NUMBER
----------------------------------	----------------------

Transitional Curriculum Committee	Approved	August 8, 2019
Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Approved	October 29, 2020

Document History	
Date Created	August 8, 2019
Date Last Modified	March 24, 2020
Responsible Office	Medical Education
Next Scheduled Review Date	May 2022
Stakeholder Communication Method and Date	
Revision History/Purpose	March 24, 2020: structural modifications only