

**UNIVERSITY OF HOUSTON SYSTEM
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

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 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. Other course activities (interactive, group, formal formative assessments) do not fall under this policy.

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 or emergency. Exceptions may apply based on a student's situation.
 - 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

- A. 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
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Transitional Curriculum Committee	Approved	August 8, 2019
Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Pending	

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