



M-2 Make-up Exam Policy

- I. Attendance at College of Medicine examinations is required, unless otherwise stated explicitly in advance.
- II. Unexcused Absences
 - A. Unexcused absences will be reported as a failure
 - B. Make-up exam will only be offered during 'Make-up Session' and will be considered a second attempt.
- III. Excused Absences
 - A. Acceptable reasons for absence
 1. Personal or family illness, death of an immediate family member, or other situations of comparable gravity
 - B. Determination
 1. Documentation must be presented prior to final determination
 2. Examples include but are not limited to:
 - a. A physician's note which documents an illness and indicates the severity of the illness would have prohibited taking the examination.
 - b. An obituary which documents the death of a close family member.
 3. The Assistant Dean for Preclinical Curriculum and Evaluation will determine the acceptability for the absence.
 - a. In the case of complex or unusual circumstances, a conference will be established with the Course Director, Student and Assistant Dean prior to final determination.
 - C. Notification and Documentation
 1. Immediate - As soon as need for absence is identified
 - a. Contact the Assistant Dean for Preclinical Curriculum and Evaluation
 - (1) Glenn D. Miller, M.D.
 - (a) Daytime hours
 - i) Academic Affairs - 671-3438
 - (b) After hours
 - i) Page Dr. Miller - 679-1235 or
 - ii) Call Dr. Miller's residency - 693-0871 or
 - iii) Call UICOMP Front Desk - 671-3000
 - a) The Front Desk will contact Dr. Miller (or the Assistant Dean for Medical Education & Evaluation, or Ms. Cindy Kirwan if Dr. Miller is unavailable)
 2. Formal written petition
 - a. Sent to the Assistant Dean for Preclinical Curriculum and Evaluation within seven (7) school days.
 - b. Includes:
 - (1) Reason for absence
 - (2) Documentation of illness or extenuating circumstances
 - (3) Proposed plan for make-up examination

D. Options for Make-up Examination

1. Make-up Session (in June) - considered a first attempt.
2. Petition for an early make-up exam session - considered a first attempt
 - a. Timing of request - within one (1) week of student's return to classes
 - b. Process
 - (1) Assistant Dean for Preclinical Curriculum and Evaluation relates student's proposal to the course director.
 - (2) The course director and Assistant Dean determine the appropriateness of the proposal based on the following:
 - (a) Preparedness of the student
 - (b) Possible effects that the make-up exam will have on the student's current studies
 - (c) Reason for absence.
 - (3) The Assistant Dean and Course Director will approve or reject the proposal.
 - (4) The student will be notified of the decision.
 - (a) If the proposal is accepted, the student will be asked to sign an acceptance statement.
 - c. Exceptions
 - (1) OSCE Make-ups will only be offered during the "Make-up Sessions."*
3. Awarding a grade of outstanding
 - a. In situations of excused absences, where the make-up exam is the same as the original exam, an "Outstanding" may be awarded if the student has a raw score equal to or greater to the score earning an outstanding on the original administration of an exam.
 - b. In situations of excused absences, where the make-up exam is different from the original exam an "Outstanding" may be awarded if the student has a percentage score equal to or greater to the score earning an outstanding on the original exam.

IV. Special Situations

- A. Religious holidays and similar events
- B. Process
 1. Will be treated as an excused absence as outlined above except the Assistant Dean should be contacted at least two (2) weeks prior to the exam
- C. Suggested Make-up Exam time
 1. One (1) school day prior to the excused absence
 2. One (1) school day after the excused absence

V. Appeals Process

- A. If an adverse decision is made regarding a student's petition for an early make-up examination, the student may choose from the following options.
 1. Take the make-up examination in June during the 'Make-up Session'
 2. Suggest another time for an early administration of the make-up exam
 3. Ask for a conference with the Assistant Dean for Preclinical Curriculum and Evaluation and the Course Director to discuss the decision.

* Corrected 7/2005