



## 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. A retake exam will only be offered during 'Retake 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 Associate Dean for Academic Affairs 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 Evaluations
        - (1) Jessica Hanks, M.D.
          - (a) Daytime hours
            - i) Academic Affairs - 309-671-8417
          - (b) After hours
            - i) Call Dr. Hank's cell phone - 309-369-2377 or
            - ii) Call UICOMP Front Desk - 309-671-3000
              - a) The Front Desk will contact Dr. Hanks (or Ms. Courtney Gehrig if Dr. Hanks is unavailable)
      2. Formal written petition
        - a. Sent to the Assistant Dean for Preclinical Curriculum and Evaluations 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. Retake 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 Evaluations 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 "Retake 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 'Retake Session' \*
  2. Suggest another time for an early administration of the make-up exam
  3. Ask for a conference with the Assistant Dean for Academic Affairs and the Course Director to discuss the decision.

\* Corrected 7/2005, 8/2008, 7/2010, 5/2014, 8/2016