



Policy Title: Exam Policy: Clinical Curriculum

Accountable Dean(s) or Director(s):

Associate Dean for Admissions & Student Affairs
Assistant Dean for Clinical Education

Reviewed By:

T3/T4 Curriculum Subcommittee

Approval Body:

Professionalism & Promotions Committee

POLICY STATEMENT AND PURPOSE:

Students at Tulane University School of Medicine are expected to take all clerkship examinations as scheduled. It is the student's responsibility to be aware of exam expectations and to follow the school's policy/protocol for notification of anticipated and unanticipated absences and technical issues.

CLINICAL POLICY (Years 3 & 4)

- If a student cannot take a final exam as scheduled due to an approved, excusable reason, the student is required to contact the Clerkship Director and Clerkship Coordinator, and the student must submit an excused absence form.
 - Note that excused absences for exams are not automatically approved; they must be vetted by the Office of Student Affairs.
 - Examples of exam absences that will be approved include major illness/surgery, death in the family, car accident, or other emergencies.
 - Absences that are *not* typically approved include; not being ready for an exam, travel for a friend's wedding, feeling stressed and/or anxious.
- Missing an exam will result in an immediate Incomplete (I) for the course.
- The student must arrange to retake the missed exam with the Clerkship Director and Coordinator.
- If a student misses a regularly scheduled exam and does not have an approved, excused absence, the student is ineligible for a grade of Honors or High Pass.
- Insufficient or unreliable computers are not valid reasons for missing an exam.
 - It is the student's responsibility to use a reliable computer, plug into a reliable power source and obtain reliable internet access for their exam.
 - Loaners are available for students testing at the School of Medicine.
- There is a 15-minute grace period for logging into exams. If a student is experiencing technical difficulty, they must notify the coordinator within this 15-minute window so OME staff can troubleshoot with the student.

- If there are testing irregularities during the exam, the student must notify the proctor before leaving the exam room so that a report can be made.

LAST REVIEW DATE/APPROVAL:

T3/T4 Curriculum Subcommittee: 04/01/24

Professionalism & Promotions Committee: 04/02/24

REVIEW CYCLE:

Every 3 years