ASSESSMENT ATTENDANCE POLICY

Key Words

Final Exam
Quiz
“Shelf” Exam
NBME Subject Matter Exam
Tardiness
Late

LCME Standard

None

Summary of Purpose

This policy clarifies the expectations for students regarding punctuality for assessment activities during medical school and the repercussions for tardiness.

Guideline

SCOPE & APPLICABILITY

Medical students in all four years. The course coordinators, directors and academic deans are charged with upholding and executing this policy.

POLICY STATEMENT

Students assigned assessment activities are expected to present at the dates and times requested by the course coordinators and testing proctors.

1. Preclinical Years. Students who present up to 15 minutes late (as defined by when the assessment starts) for their assessment activity may be allowed to start the assessment as determined by the assessment activity’s proctor. Students who are more than 15 minutes late for their assessments will not be allowed to start their assessment at that time. The student will need to meet with the course director or academic dean to discuss their situation and determine a retesting time and date. If the course director or dean deems the reason for tardiness excusable then no negative consequences shall occur. If the course director or dean deems the reason for tardiness inexcusable, then the final course grade may be
modified at the discretion of the course director. If a grade narrative is part of the final assessment, the tardiness will be noted.

2. **Clinical Clerkships.** Students who present late (as defined by when the exam starts) for their assessment activity will not be allowed to start. They will need to meet with the academic dean to discuss and determine a retesting time and date. If the dean deems the reason for tardiness excusable then no negative consequences shall occur. If the dean deems the reason for tardiness inexcusable, then the final course grade may be modified at the discretion of the course grading committee. If a grade narrative is part of the final assessment, the tardiness will be noted in such. If unexcused, the student will be responsible for any additional testing fee.

Excusable reasons for tardiness include but are not limited to acute illness verified by a health care provider’s letter, acute transportation issues, acute family emergency verified by a student affairs’ dean and natural disasters. Inexcusable reasons for tardiness include but are not limited to oversleeping, lack of pre-planning for transportation, chronic predictable health or family issues, or typical weather delay issues that could have been mediated by advanced planning.

**RESPONSIBILITY**

Department of Medical Education

Academic Deans

Senior Associate Dean for Medical Education

**Contact Information**

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**Related Information**

**University Documents:**
None.

**Other Documents:**
None.

**Related Links:**
None.

**Policy Administration**

**Application:** Faculty and staff  **Date Created:** May 4, 2017
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