

Title:	<b>Deferred Examinations</b>	Number:	<b>013</b>
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	15 May 2023	Next Review:	01 May 2026
Effective Date:	01 June 2023		
Purpose:	Describes the circumstances and procedures by which students may request deferral of an examination due to Unforeseen Events or Anticipated Events		
Audience:	All students Years 1 - 4		
Related Policies and Procedures:	<ol style="list-style-type: none"> <li>1. Assessment Grading and Standards of Achievement (#004)</li> <li>2. Attendance Policy &amp; Absence Procedure (#006)</li> <li>3. Sections of the UBC Calendar pertaining to <a href="#">Academic Assessment</a>, <a href="#">Deferred and Supplemental Examinations</a> and <a href="#">Academic Concession</a></li> <li>4. LR7 – UBC Disability Accommodation Policy</li> <li>5. Travel Support for Medical Students (#021)</li> <li>6. <a href="#">UBC Calendar – Religious and Cultural Observances</a></li> </ol>		
Exclusions:	None		
Contact:	Director of Assessment		

## Preamble

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This policy sets out the process for the consideration of requests for deferrals of examinations due to Anticipated/Unavoidable Foreseen Events, or Unforeseen Events. This policy applies to all formative and summative written exams (MCQs, lab exams and progress tests) and all formative and summative Objective Structured Clinical Examinations (OSCEs).

Where a request for deferral is based on an enumerated ground protected under the BC Human Rights Code, the University has a duty to accommodate the request unless to do so would create undue hardship for the program. Requests for deferral in these circumstances will be considered under the University and Faculty of Medicine policies related to Accommodation.

With the exception of requests related to Accommodation under the BC Human Rights Code, deferral of mandatory examinations will be considered only under exceptional circumstances.

Due to the promotion requirements of the MDUP and the administrative challenges associated with offering Deferred Examinations, students should be aware deferral of any exam may result in a delay in advancement to the next course/year and may also result in a delay to graduation.

## Definitions

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Foreseen Event	A significant event that the student has, or can be reasonably expected to have had, prior knowledge of.
Unforeseen Event	An event that arises from urgent, unforeseeable personal, family or other circumstances. Examples include illness, injury, bereavement or personal/family emergencies.
Anticipated or Unavoidable Event	An Anticipated Event is one for which the student has, or can be reasonably expected to have had, prior knowledge and which normally arises after the student has registered for courses. An Unavoidable Event includes: conflicting responsibilities, medical circumstances and compassionate grounds - see UBC calendar for a complete list – <a href="#">Academic Concessions</a>
Deferred Examination	An examination taken at a date later than the originally scheduled examination.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for students' academic review and promotion.
Supplemental Assessment	An additional examination provided outside of the usual examination schedule by the UGME program and made available to students under prescribed circumstances, e.g. course failure.

## Policy

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1. A student may request deferral of an examination due to Foreseen or Unforeseen Events.
2. The site Regional Associate Dean, or designate, approves all deferrals of an examination.
3. Not every request for deferral will be granted. Each request for a deferral will be considered independently. This means requests based on the same or similar circumstances may result in different outcomes.
4. Students who are feeling unwell prior to the start of an exam are encouraged to request a deferral. A student who starts an examination and is unable to complete the examination due to an Unforeseen Event may request deferral of that exam.
5. A student who fails a Deferred Examination will be permitted to write a supplemental examination, where offered, in accordance with Policy #004 – Assessment, Grading and Standards of Achievement. In some cases, the timing of this supplemental exam may preclude advancement to the next course and/or year and may delay graduation.

## Procedure

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### 1. Submission of Examination Deferral Requests

- 1.1. Students can request an exam deferral using their site and year-specific Absence Form (accessible through Entrada).
- 1.2. Foreseen exam deferral requests must be received at least 6 weeks prior to scheduled written exams



and 8 weeks prior to the OSCE.

- 1.3. Unforeseen exam deferral request should be submitted as soon as possible and must be received within 48 hours of a missed exam.

## 2. Delivery of Deferred Examinations

- 2.1. A Deferred Examination will normally take place at a student's home site.
- 2.2. If, due to resource availability, the program does not offer a Deferred Examination at a student's home site, the student may be scheduled to complete the examination at an alternative site designated by the program. The program will provide funding for travel costs in accordance with policy 021 - Travel Support for Medical Students.
- 2.3. Students may submit a request to take a Deferred Examination at another academic site of the Undergraduate Medical Education program to their Regional Associate Dean or designate. If approved, the student will be responsible for any related costs.
- 2.4. A Deferred Examination may be scheduled to coincide with the timing of a supplemental examination.

## 3. Deferring a Deferred Examination and Supplemental Examinations for Students Who Fail a Deferred Examination

- 3.1. Students who are unable to complete a scheduled Deferred Examination may request another deferral by submitting a new deferral request. The new deferral request will be reviewed according to the policy outlined above.
- 3.2. Due to administrative constraints, it may not be possible to reschedule Deferred Examinations or to schedule supplemental examinations for students who have failed a Deferred Examination until after the deadline for advancement to the next course and/or year. This may result in delays in advancement to the next course and/or year and delays in graduation.

## 4. Deferral for Unforeseen Events

- 4.1. A student who is unexpectedly absent from an examination must submit an Unforeseen "request for deferral" form indicating the reason for their absence as soon as possible and no later than 48 hours from the end of the examination.
- 4.2. Students may contact their site Assistant Dean, Student Affairs in circumstances where the basis of their request relates to confidential personal information. In this situation, the student may indicate the reason for the deferral as "confidential, discussed with Student Affairs".
- 4.3. All deferral requests due to an Unforeseen Event will be reviewed within 2 working days of the exam by the student's site Regional Associate Dean or designate
- 4.4. In the case of a personal emergency or illness, the student may be asked to provide additional information to their site Assistant Dean, Student Affairs
- 4.5. The site Regional Associate Dean or designate will notify the student whether the request for deferral is granted and cc Manager, PLAT, site program manager, Site Assessment lead, departmental and course faculty as appropriate and site Assistant Dean, Student Affairs.
- 4.6. If the deferral is granted, the Site Assessment Coordinator will work with PLAT and the local assessment team to confirm the date and time of the Deferred Examination. The Site Assessment Coordinator will communicate this information to the student.



- 4.7. If a student is unable to sit the Deferred Examination as scheduled, the site Regional Associate Dean or designate will work with the student and PLAT to determine when the student will complete the examination. This may be the next time the course and therefore exam is offered.
  - 4.7.1. The student will be responsible for studying the content of the course content in its current offering.
  - 4.7.2. Advancement to the next course, year or graduation may be delayed.
  - 4.7.3. Students may contact their site Assistant Dean, Student Affairs for assistance in circumstances where the basis of their ongoing deferral relates to confidential personal information.
- 4.8. If a student only partially completes an exam due to an Unforeseen Event, and they are granted a deferral, PLAT will determine how the completed portion of the exam is used in the final exam score.

## 5. Deferral for Anticipated/Unavoidable (Foreseen) Events

- 5.1. A student must submit a “Foreseen request for deferral” form to request an anticipated deferral of an examination as soon as the need for deferral is known.
  - 5.1.1. For OSCEs, the request for deferral must be submitted no later than 8 weeks before the examination. Deferrals after this date may not be granted.
  - 5.1.2. For all other examinations, the request for deferral must be submitted at least 6 weeks in advance. Deferrals after this date may not be granted.
  - 5.1.3. The student may be asked to provide additional information related to the request for deferral. If confidential, this may be provided to the Site Assistant Dean, Student Affairs.
- 5.2. A student must submit a request for each deferral of an examination due to an Anticipated Event even if a deferral was granted in similar circumstances in the past.
- 5.3. Requests for Anticipated/Unavoidable deferrals will be reviewed by the site Regional Associate Dean or designate within one week of receiving the request.
- 5.4. In considering a request for a deferral for an Foreseen Event, the Regional Associate Dean or designate will consider the nature of the examination, the available opportunities for re-scheduling, and the basis for the request.
- 5.5. The student will be notified of the decision on the request to defer by the site Regional Associate Dean or designate.
- 5.6. If the deferral is granted, the Site Regional Associate Dean or designate will also notify:
  - Site Assistant Dean, Student Affairs
  - Manager, PLAT
  - Site Program Manager
  - Site, Departmental and Course faculty as appropriate
- 5.7. If the deferral is granted, the Site Assessment Coordinator will work with PLAT and the local assessment team to confirm the date and time of the Deferred Examination. The Site Assessment Coordinator will communicate this information to the student.
- 5.8. A request to complete a Deferred Examination at a site other than the student’s home site should be submitted to the Regional Associate Dean or designate as soon as possible and no later than 6 weeks prior to written or lab exams and 8 weeks prior to an OSCE.



## Review History

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Action	Committee	Date	Status
Reviewed	Manager, Assessment Operations	10 February 2017	Endorsed (Procedures)
Reviewed	Undergraduate Medical Education Committee	20 February 2017	Approved
Reviewed	Policy Advisory Subcommittee	27 April 2020	Endorsed
Reviewed	Legal Counsel	21 May 2020	Endorsed
Reviewed	Student Assessment Subcommittee	2 June 2020	For Information
Reviewed	Legal Counsel	2 June 2020	Endorsed
Reviewed	Policy Advisory Subcommittee	4 June 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	20 July 2020	Approved
Reviewed	Policy Advisory Subcommittee	27 April 2023	Endorsed
Reviewed	Undergraduate Medical Education Committee	15 May 2023	Approved