



## MD Undergraduate Program

## Policy and Procedure

Title:	<b>Delivery Disruption of Examinations</b>	Number:	038
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	10 May 2022	Next Review:	01 April 2025
Effective Date:	10 May 2022		
Audience:	Students All Years, Program Faculty and Staff		
Purpose:	Describes when and how examinations are rescheduled if extreme weather or other disruptions occur at one or more of the MD Undergraduate Program sites, including Integrated Community Clerkship sites.		
Related Policies	Deferred Examination Policy # 013 Delivery Disruption of Classes & Clinical Placements Policy # 039		
Exclusions:	Campus-specific site closure policies		
Calendar Statement:	None		
Contact:	Director of Assessment		

## Preamble

---

The MD Undergraduate Program (MDUP) examination schedule is set in March of the previous academic year. At times, extreme weather and other unforeseen events may disrupt the examination schedule. Within a distributed program, this can cause significant complications as MDUP examinations are complex and costly to deliver, particularly the Objective Structured Clinical Exams (OSCEs). While it is highly desirable to maintain the integrity of the examination process, the safety of the students, staff, and faculty must always be the foremost consideration in deciding whether to proceed with the delivery of an exam.

The distributed UGME programs will follow local university directives. Determination of the need to reschedule an exam will be based on:

- IMP: University of Victoria closure policy
- NMP: University of Northern BC closure policy
- SMP: University of British Columbia – Okanagan closure policy
- VFMP: University of British Columbia closure policy

## Definitions

---

Assessment	The methods and tools used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students. Results are used to inform academic advising, progress and promotion decisions.
Comprehensive Written Exam (CWE)	Summative written exams consisting of multiple-choice questions to assess application of knowledge, for Integrated Community Clerkship students only.
Formative Assessment	Assessment activities that provide feedback to students and the Program with the aim of improving student learning, e.g., formative OSCE, and progress tests. These activities are low or no-stakes; however, completion of some formative assessments is required for advancement and promotion.
Objective Structured Clinical Examination (OSCE)	An assessment modality designed to objectively assess students' knowledge, skills and attitudes in a simulated clinical environment with multiple assessors and domains. These may be formative (FOSCE) or summative.
Progress Test	Mandatory formative multiple-choice examinations taken throughout the Program that assess exit competencies and allow students to track their learning trajectory and identify areas for improvement.



## MD Undergraduate Program

## Policy and Procedure

Summative Assessment	Assessment activities that indicate whether a student has achieved course learning outcomes and/or year-level milestones. Successful completion of summative assessments is required for advancement and promotion.
Written Examinations	These include multiple choice questions (MCQs) testing, laboratory examinations and progress tests, which assess knowledge and application of knowledge. Note: for the purposes of Accommodations and the Centre for Accessibility, Bell-Ringer Laboratory Examinations are considered separately from other written examinations.

## Policy

---

1. If one site is experiencing a disruption on a scheduled exam day, the exam will proceed as scheduled at all other sites where it safe to do so. This applies to all types of exams.
2. Determination of program site closure will be based on:
  - IMP: UVic and Island Health policies
  - NMP: UNBC and Northern Health policies
  - SMP: UBCO and Interior Health policies
  - VFMP: UBC and relevant Health Authority policies

## Procedure

---

### 1. Communications:

- 1.1. In the event of a site closure, the Site Program Manager, in consultation with the Regional Associate Dean, or delegate, will communicate with the Director of Assessment and Manager, Provincial Learner Assessment Team (PLAT).
- 1.2. In the event of an MD undergraduate program-wide closure, the Manager, PLAT, in consultation with the Director of Assessment, will communicate with the affected students at all sites (IMP, NMP, SMP and VFMP).
- 1.3. In the event of a site-specific closure, communication of site closure to students, staff, invigilators and site-specific faculty and administrative leadership will be the responsibility of:
  - IMP closure: Year 1-2 or Year 3-4 Program Manager
  - NMP closure: Year 1-2 or Year 3-4 Program Manager
  - SMP closure: Year 1-2 or Year 3-4 Program Manager
  - VFMP closure: Manager, PLAT.

### 2. Rescheduling:

- 2.1. If a site or sites are closed due to severe weather or other disruptions, the exam will be rescheduled in consultation with the following staff and faculty as appropriate:
  - Director of Assessment
  - Manager, PLAT
  - Program Staff at all sites
  - Administrative and Faculty Leadership as needed
- 2.2. The site-specific Program Manager (see 1.3 above) will communicate the rescheduled exam date to the students.



## Review History

Action	Committee	Date	Status
Drafted	Assessment Operations Advisory Group (AOAG) and Year 1/2 and 3/4 Program Managers	October 2018	Endorsed
Reviewed	Policy Advisory Subcommittee	1 November 2018	Revised
Reviewed	Year 1/2 and 3/4 Program Managers and Manager, Assessment Operations	8 January 2019	Revised
Reviewed	Policy Advisory Subcommittee	19 January 2019	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 January 2019	Approved
Reviewed	Policy Advisory Subcommittee	18 November 2021	Revised
Reviewed	Policy Advisory Subcommittee	17 February 2022	Endorsed
Reviewed	Legal Counsel	11 March 2022	Revised
Reviewed	Undergraduate Medical Education Committee	11 April 2022	Approved
Reviewed	Policy Advisory Subcommittee	21 April 2022	Revised
Reviewed	Undergraduate Medical Education Committee	10 May 2022	Approved