

**MD Undergraduate Program
Policy Advisory Subcommittee
Standard Definitions of Terms – Last Updated 08 February 2023**

Policy #	Term	Definition	Updated
006	Absence	When a student is unable to attend a Required Learning Activity or assessment.	28 Sept 2020
015+036	Academic Advising	A system of supplementary academic assistance provided through a collaboration between a student and faculty members to support academic success in the MD Undergraduate Program.	28 Sept 2020
	• Requested	Initiated by a student, despite successfully meeting academic or professionalism competencies.	28 Sept 2020
	• Recommended	For students not consistently achieving academic or professionalism competencies on par with peers at their level of training.	28 Sept 2020
	• Required	For students not achieving academic or professionalism competencies	28 Sept 2020
002, 015+036, 044	Academic Plan	An individualized plan that is implemented as part of Required Academic Advising. It is developed by the Student Development and Support Subcommittee (SDSS) in collaboration with a student, to support the student to address performance deficits, missed program requirements or competencies.	16 Jan 2023
014	Academic Standing	Represents the medical student's academic status at the University for each term or session. There are three categories: <ol style="list-style-type: none"> 1. In Good Standing 2. On Academic Probation 3. Failed 	28 Sept 2020
039	Academic Teaching Sessions	Lectures, Labs, small group learning (Clinical Skills, Case-Base Learning, Portfolio, FLEX), Academic half days.	21 March 2022
014	Advancement	Progression within the Program during an academic year, e.g. from Term 1 to Term 2.	28 Sept 2020
013	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 – Academic Concessions	28 Sept 2020
045	Appropriate Attire	Attire consistent with the Professional Standard described in 2.2 [of the Professional Standards for Learners and Faculty Member in the Faculties of Medicine and Dentistry at the University of British Columbia (2013)]	19 July 2021
031, 031A 031B	Appropriate Supervision	The supervision of a student in a clinical setting by a certified/ registered and academically qualified practitioner, at all times, until student competence in a given activity is demonstrated. Once competence in a given clinical activity is demonstrated, students must still be supervised by a certified/registered and academically qualified practitioner but the supervision may be indirect, provided the supervisor is on-site or in a position to assist the student urgently if required. Direct supervision appropriate to the stage of the student's training is required, but not necessarily for the full duration of the patient encounter.	12 April 2021
004, 013, 014, 022, 038, 041	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.	28 Sept 2020
004	Assessment Modality	The methods chosen by the Program to assess specific content and competencies. The four assessment modalities are: Written Examinations, Portfolios, Workplace-Based Assessments, and Objective Structured Clinical Examinations.	28 Sept 2020

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006	Asynchronous Learning Activity	An activity which has been recorded and is available for viewing at a time determined by the student	28 Sept 2020
014	Award	A special recognition, adjudicated by the Faculty of Medicine, that includes a notation on the recipient's transcript and is not based on financial need.	20 June 2022
014	Block	One of four 12-week curricular units, each consisting of different clinical experiences in MEDD 431 (Year 3)	28 Sept 2020
032	Blood Borne Viruses (BBV)	Blood-borne viruses (BBV) refers specifically to hepatitis B virus (HBV), hepatitis C virus (HCV) and/or human immunodeficiency virus (HIV) - CPSBC <i>definition</i>	12 Dec 2022
003	Bring your Own Device (BYOD)	The ability to use one's own electronic device (such as a laptop , smartphone , or tablet) in a workplace, school, or other setting, rather than relying on the devices supplied by that location.	28 Sept 2020
012	Canadian Residency Matching Service (CaRMS)	A national, independent organization providing application and match services to the Canadian medical education community.	28 Sept 2020
001 033	Centre for Accessibility	The CFA is part of Student Services at UBC. CFA recommends disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions.	14 February 2022
031, 031A 031B	Clinical Education	The planned learning experiences for students in a clinical environment (e.g., hospital, clinic, laboratory or ambulance), that is representative of the current practice setting of the designated health science profession.	17 July 2017
039	Clinical Placement	Placements that take place in a hospital or community clinic locations. Placements include Year 3 rotations, Year 4 electives, and Family Practice Office visits in years 1 and 2.	21 March 2022
031, 031A 031B	Clinical Supervisor	A clinician who oversees and is the most responsible physician for the clinical work of one or more trainees. (RCPC Terminology in Medical Education Project Glossary of Terms (October 2012))	12 April 2021
027	Clinical Teaching Associate	An individual who is trained to provide teaching and feedback to students in the UGME program, on how to perform examinations of any of the breast, pelvis, rectum and/or genitalia. CTAs allow students to examine them. CTAs guide and provide feedback to students during these sensitive examinations. CTAs are also trained to provide feedback to students on communication skills and how to establish rapport with patients during these sensitive examinations.	16 August 2021
028, 032	College of Physicians and Surgeons of British Columbia (CPSBC)	The College of Physicians and Surgeons of British Columbia regulates the practice of medicine under the authority of provincial law. All physicians and medical students who practice medicine in the province must be registrants of the College.	28 Sept 2020
008, 028	Committee on the Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS) was founded by the Association of Faculties of Medicine of Canada (AFMC) and the Canadian Medical Association (CMA) to act as the reliable authority for the accreditation of programs of medical education leading to the MD degree in Canada.	28 Sept 2020
013, 014	Completion Element	Mandatory component of the curriculum/assessment which has firm completion deadlines, e.g., checklists, logs, assignments, etc.	28 Sept 2020
038	Comprehensive Written Exam (CWE)	Summative written exams consisting of multiple-choice questions to assess application of knowledge, for Integrated Community Clerkship students only.	28 Sept 2020

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027	Conflict of Interest	Conflict of interest exists in situations where any of the student, clinical teaching associate, standardized patient, volunteer patient, supervisor, OSCE or similar examiner is a) related by blood or marriage; b) is or has been in a significant business or social relationship; or c) where a conflict of interest has been previously identified.	28 Sept 2020
022	Data	Facts and statistics collected together for reference or analysis. Teacher assessment data is comprised of numerical ratings and written comments submitted by learners.	01 July 2019
013	Deferred Examination	An examination taken at a date later than the originally scheduled examination.	28 Sept 2020
004	Direct Observation	A type of Workplace Based Assessment (WBA) in which a clinical supervisor provides feedback on directly observed core clinical tasks.	28 Sept 2020
002, 040	Educational/Career Development LOA	An LOA for approved academic, research or training activities that require time away from the Program.	28 Sept 2020
022	Electives	Learning experiences of the learner's choosing	01 July 2019
004, 012	End of Rotation (EoR) End of Elective (EoE) Assessments	A summative Workplace Based Assessment (WBA) provided at the end of each clinical rotation in Year 3 (EoR) and at the end of each elective in Year 4 (EoE) which is based on the MDUP exit competencies. These assessments incorporate feedback from multiple assessors, including information from Direct Observations.	28 Sept 2020
022	Evaluation	Assessment/appraisal of the degree of success in meeting the goals and expected results (outcomes) of the organization, service, program, population or patients/clients. Evaluation uses aggregate data and provides recommendations to enable decision makers to plan, monitor, and ensure quality improvement at a programmatic or institutional level, i.e., courses, clerkships or programs in the UGME. Evaluation Studies Unit conducts program evaluation studies for various curricular elements and projects in undergraduate medical education. They do not assess individual level performance but may use aggregate assessment data as one source of evidence for program evaluation.	01 July 2019
003	Examssoft	The online exam provider, and its associated tools such as Exemplify, used by the MD Undergraduate Program. It operates on Mac and PC laptops.	28 Sept 2020
032	Exposure-Prone Procedures (EPPs)	Exposure-Prone Procedures are invasive procedures where there is a higher than average risk that injury to the health-care worker may result in the exposure of the patient's open tissues to the blood or body fluid of the worker.	12 Dec 2022
040	External Research Rotation	An academic activity taking place and requiring temporary residence outside British Columbia for a period longer than four weeks.	28 Sept 2020
028	Extracurricular Activities	Those activities that are student-initiated; unrelated to the student's current courses, rotation or clinical activity; occur outside of the MDUP curriculum; and enhance medical training. These activities may include shadowing, non-credit clinical opportunities, extracurricular research and scholarly projects, and volunteering.	28 Sept 2020
034	Formal Complaint	A written document filed by a complainant through a formal process, including a legal proceeding. Examples include complaints made through the College of Physicians and Surgeons of British Columbia, a particular Hospital/Health Authority or the Dean's Office, or a civil claim.	13 Feb 2023
004, 038	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.	28 Sept 2020

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006	Foreseen Absence	<p>An absence that is requested for a foreseeable event, and must be pre-approved. The Program notes two types of Foreseen Absences:</p> <ul style="list-style-type: none"> • Negotiated Absence is a type of Foreseen Absence that includes reasons listed in the UBC policy on Academic Concession and some professional and personal events as detailed in the procedure below. • Personal Day is a type of Foreseen Absence that a student may request when the reason for the absence does not meet the criteria for a Negotiated Absence <p>**note: <i>Personal Days are not intended for acute concerns about student health and wellness. If a student requires an absence for acute health-related issues/distress, they should report an Unforeseen Absence.</i></p>	17 January 2022
041	Freedom of Information (FOI) Requests	<p>British Columbia’s Freedom of Information and Protection of Privacy Act (“FIPPA”) applies to almost all records in the custody or under the control of UBC.</p> <p>Freedom of Information (FOI) requests are public requests for records that may contain confidential or sensitive information. These requests are processed by the Office of the University Counsel.</p>	28 Sept 2020
014	Graduation	Conferring of the MD Degree after successful completion of the MD Undergraduate Program.	28 Sept 2020
017	Guests	Members of the general public who contribute to the education of medical students by participating “as themselves” in teaching sessions. They are not actors portraying conditions.	8 Oct 2020
021	Interconnectivity Events	Interconnectivity events involve students engaging, virtually or in person, with students at different sites across the MDUP. Examples include Med Ball, Gala, Camp Make Friends, and meetings.	11 April 2022
033	Laboratory Examinations	Practical examinations covering curricular objectives in Histology, Gross Anatomy, and Neuroanatomy in Years 1 & 2.	28 Sept 2020
008, 028	Liaison Committee on Medical Education (LCME)	The Liaison Committee on Medical Education is the U.S. Department of Education-recognized accrediting body for programs leading to the M.D. degree in the United States. It also accredits M.D. programs in Canada, in cooperation with the Committee on Accreditation of Canadian Medical Schools (CACMS). The LCME is jointly sponsored by the Association of American Medical Colleges (AAMC) and the American Medical Association (AMA).	28 Sept 2020
002, 006, 037, 040, 044	Leave of Absence (LOA)	A temporary suspension of all academic, clinical and professional activities for a period of more than four (4) consecutive weeks.	28 Sept 2020
022	Low Performance Flag (LPF)	Generated automatically when a learner disagrees or strongly disagrees with the standard global rating statement: “Overall, the Instructor is an effective teacher”. LPFs are shared with the instructor’s supervising faculty for that course or rotation.	01 July 2019
012	Major breaches of professionalism	Conduct contrary to the Professional Standards for Learners adopted by the Faculty of Medicine which could have a significant negative impact on patients, colleagues or members of the community and which call into question an individual’s suitability for continued training in medicine, as determined by the SPRB.	28 Sept 2020

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		Examples of major breaches of professionalism include, but are not limited to, violating patient-physician (patient–medical student) boundaries, misrepresenting one’s abilities and competencies, dishonesty, breaches of privacy and confidentiality, discrimination and harassment; and repeatedly communicating in a disrespectful manner to patients, colleagues and other health professionals.	
002, 044	Medical LOA	An LOA for a physical or mental health condition, including cognitive impairment or addiction to alcohol or drugs that significantly interferes with a student’s ability to pursue the study of medicine, and/or provide safe patient care.	28 Sept 2020
041	Medical Student Academic Record	Comprises formal documentation relevant to a student’s academic performance in the undergraduate medical education program. Students will either have received or submitted the contents of the Medical Student Academic Record over the duration of their registration in the MDUP. The Medical Student Academic Record is stored electronically across various secure platforms, and includes the following: <ul style="list-style-type: none"> • Absences • Assessments (Score reports, Portfolio grade, FLEX grade, workplace-based assessment forms) • Medical Student Performance Record (see below) • Certificates and Letters of Standing (immunization, CPR, SPECO, etc.) • Formal correspondence (RSPS, SPRB, Provincial Licensing Bodies) • General information (orientation documents, consent forms, picture, etc.) 	19 July 2021
012, 041	Medical Student Performance Record (MSPR)	Documents the achievement of clinical competence in the CanMEDS domains, in Year 3 of medical school. In addition, the MSPR will include a notation of: <ul style="list-style-type: none"> • Any disciplinary action taken by the College of Physicians and Surgeons of British Columbia • Any disciplinary decision taken by the President of the University of British Columbia for academic misconduct • A notation regarding any major or repeated breaches of professionalism identified by the MD Undergraduate Program. 	28 Sept 2020
022	Mistreatment	See Mistreatment Help for categories of mistreatment (general, sexual, racial/ethnic, sexual orientation/gender identity) as defined by the American Association of Medical Colleges.	01 July 2019
012	MSPR Professionalism Addendum	Documents any major or repeated breaches of professionalism or any behaviour resulting in disciplinary action <u>after</u> the MSPR is provided to CaRMS. It is provided to the Director of the Residency Program to which the student has matched.	28 Sept 2020
012	MSPR Summative Comments	Summative comments from preceptors, compiled from the EoR forms, to describe students’ performance in Year 3, which will appear on the MSPR.	28 Sept 2020
006, 044	Negotiated Absence	An absence that is requested for a foreseeable event, and must be pre-approved. The Program notes two types of Foreseen Absences: <ul style="list-style-type: none"> • Negotiated Absence is a type of Foreseen Absence that includes reasons listed in the UBC policy on Academic Concession and some professional and personal events as detailed in the procedure below. • Personal Day is a type of Foreseen Absence that a student may request when the reason for the absence does not meet the criteria for a Negotiated Absence 	06 June 2022

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		**note: <i>Personal Days are not intended for acute concerns about student health and wellness. If a student requires an absence for acute health-related issues/distress, they should report an Unforeseen Absence.</i>	
004, 027, 033, 038	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.	10 May 2022
041	Official Transcript	Official transcripts are available to current students and alumni. They include their complete academic record at the University of British Columbia. Transcripts are confidential and can only be released by request from a student or alumnus.	19 July 2021
031, 031A, 031B	Other Health Professional	A non-physician who "... exercises skill or judgment or provides a service related to (a) the preservation or improvement of the health of individuals, or (b) the treatment or care of individuals who are injured, sick, disabled or infirm. (Health Professions Act RSBC 1996)	12 April 2021
027	Participants	Volunteer patients, standardized patients and clinical teaching associates taking part in teaching and/or assessment sessions for medical students in the UBC Faculty of Medicine MD Undergraduate Program.	16 August 2021
002, 044	Parental LOA	An LOA for the birth or adoption of a child.	28 Sept 2020
002	Personal LOA	An LOA to attend to personal or family circumstances that significantly interfere with a student's ability to pursue their studies.	28 Sept 2020
004	Portfolio	A supported reflective space for students to intentionally learn in/through practice, by setting goals, by guided reflection and by deliberate use of selected assessment data to evaluate performance.	28 Sept 2020
031, 031A, 031B	Practitioner	A practicing member of a designated health science profession.	12 April 2021
022	Professional Conduct	The set of attitudes, behaviours and characteristics deemed desirable in members of a profession and which define the profession and its relationship to its members and to society – see Professional Standards for Learners and Faculty Members in the Faculties of Medicine & Dentistry at UBC	01 July 2019
014, 038	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.	28 Sept 2020
014	Promotion	Progression within the Program from one year to the next, as determined by the SPRB.	28 Sept 2020
045	Public Space	A place that is generally open and accessible to the public, e.g., public squares, parks and beaches, restaurants, patios, coffee shops, libraries, etc.	19 July 2021
002, 004, 012, 013, 014, 015+036, 037, 040, 044	Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the Student Promotion & Review Board that oversees and reviews the academic performance of students at the Program site and confirms assignment of course grades to SPRB according to assessment policies.	28 Sept 2020

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006	Required Learning Activity	A learning activity at which student attendance is mandatory. Such activities include the following: clinical learning experiences, synchronous scheduled (in-person or virtual) small group learning activities, large group sessions involving guests, and gross anatomy labs. Student attendance may be monitored at any of these sessions.	17 January 2022
022, 045	Required Learning Experience	An educational unit that is required of a student in order to complete the medical education program. These educational units are usually associated with a university course code and appear on the student's transcript. (CACMS lexicon 2021-22)	19 July 2021
031, 031A 031B	Resident	A physician in an accredited training program following undergraduate training leading to certification or attestation in a recognized specialty or subspecialty a GME trainee	17 July 2017
002, 037	Return to Studies Requirement (RTS)	An additional experience to re-introduce students returning from an LOA, to ensure readiness to re-enter the program.	28 Sept 2020
014	Rolling Graduation	In this context, allows medical students who do not meet the requirements for graduation for the Spring Congregation, to be granted their MD degree at a meeting of UBC Vancouver Senate, when the requirements for graduation have been completed.	28 Sept 2020
014	Rotation	Discipline-specific clinical experience that is assessed by an End of Rotation assessment.	28 Sept 2020
014	Sessions & Terms	Blocks of time comprising the academic year, as specified by the University. There are two sessions, the Winter and Summer Sessions. Each is divided into two terms, Term 1 and Term 2. (See http://www.calendar.ubc.ca/vancouver/acadeicyear.cfm).	28 Sept 2020
003	SIMIQ	The software used by the MD Undergraduate Program to deliver Objective Structured Clinical Examinations (OSCEs) online.	20 May 2021
001 008	Site	A Regional campus of the MD Undergraduate Program: Island Medical Program (IMP), Northern Medical Program (NMP), Southern Medical Program (SMP), Vancouver Fraser Medical Program (VFMP). Year 3 VFMP is considered a site for students accepted into the Fraser Cohort. Also, program site; primary program site.	14 February 2022
001	Site Transfer	A permanent change in a student's site of registration (including the Fraser Cohort) that will exist for the duration of the MD Undergraduate Program.	14 February 2022
027	Standardized Patient	An individual who is trained to portray a role, clinical problem or situation for the purpose of teaching and/or assessing students in UGME.	16 August 2021
028, 041	Student	An individual enrolled in the UBC MD Undergraduate Program.	28 Sept 2020
043	Student Volunteer (SV)	Year 1 or 2 student who 'opts in' and consents to being examined by their student colleagues in select Clinical Skills sessions. SVs are an additional cohort within the Volunteer Patient Program and are not intended to replace Volunteer Patients.	26 Sept 2022
002, 014, 015+036, 037, 044	Student Development and Support Subcommittee (SDSS)	Ad hoc subcommittees of the Regional Student Promotions Subcommittee that support students experiencing academic difficulties, returning from a Leave of Absence (LOA), or experiencing other special circumstances.	16 Jan 2023
041	Student Academic Record	Students will either have received or submitted the contents of the Student Academic Record over the duration of their registration in the MDUP.	28 Sept 2020

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		<p>A repository of information of formal documentation relevant to a student’s academic performance in the undergraduate medical education program. The Student Academic Record includes the following:</p> <ul style="list-style-type: none"> • Absences • Academic and professionalism issues (SADS meeting minutes and Academic Plans) • Accommodations (letters from the center of accessibility) • Assessments (individual score reports of MCQ, OSCE, Progress Tests. Workplace-based assessments (WBAs)*, FLEX and Portfolio Assessments*) • Certificates and Letters of Standing (immunization, CPR, SPECO, etc.) • Formal correspondence (RSPS, SPRB, Provincial Licensing Bodies) • General information (orientation documents, consent forms, picture, etc.) <p>*Workplace-based assessments (WBAs) are stored in One45 and other systems. FLEX and Portfolio Assessments are stored in GradeCentre (Entrada)</p>	
041	Student Primary Records	Held centrally by UBC Enrolment Services. These records include the Official Transcript, grades and personal information.	28 Sept 2020
002, 004, 012, 013, 014, 015, 037, 040	Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for students’ academic review and promotion.	28 Sept 2020
001	Student Transfer Subcommittee (STS)	A subcommittee of Undergraduate Medical Education Committee with the authority to approve or decline student transfers between sites.	28 Sept 2020
004, 038	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.	28 Sept 2020
022	Supervising Faculty	This includes preceptors, course leads, site directors, clerkship and elective directors.	01 July 2019
027, 031, 031A, 031B	Supervising Physician/ Preceptor	A physician who provides supervised practice-based training in which the learner is immersed in the practitioner’s practice for a defined period of time. The delegated preceptor may be a resident.	16 August 2021
004, 013, 014	Supplemental Assessment	An additional assessment following a course failure, provided by the Program and made available to students under prescribed circumstances, e.g. course failure.	20 June 2022
006	Synchronous Learning Activity	An activity taking place in ‘real time’, virtually, such as over Zoom, or in-person.	17 January 2022
006	Teacher	For the purposes of this policy, teacher refers to the specific instructor, tutor or preceptor who expects the student to be present for the learning activity. See <i>Absence Procedure Year Specific Contacts</i> for a list of contacts.	28 Sept 2020
014	Terms of Academic Probation	A written record of terms and conditions approved by the SPRB. A student On Academic Probation must fulfill these terms and conditions to remain in the MD Undergraduate Program.	28 Sept 2020

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006, 044	Unforeseen Absence	An absence that arises due to an urgent, unforeseeable event. Examples include personal or family illness (physical and mental)/distress, injury or emergency and bereavement.	17 January 2022
013	Unforeseen Event	An event that arises from urgent, unforeseeable personal, family or other circumstances. Examples include personal or family illness, injury or emergency and bereavement.	28 Sept 2020
028	Vacation	In this context, winter and summer vacation periods are defined annually by the MD Undergraduate Program. Does not include weekends, long weekends, statutory or religious holidays.	28 Sept 2020
027	Volunteer Patient	Volunteer patients are members of the general public who contribute to the education of medical students by participating “as themselves” in teaching sessions. They are not actors portraying conditions.	16 August 2021
004	Workplace Based Assessment (WBA)	An assessment modality used to provide feedback to students about their knowledge, skills and attitudes in pre-clinical and clinical environments (e.g., CBL, FLEX, Family Practice, Clinical Skills, Clerkship and Electives).	28 Sept 2020
041	Workspace	Workspace is an on-campus cloud-based file sharing service. Workspace offers a secure way for staff and faculty to share files, both internally and externally with colleagues, partners, clients, and students on any supported device. It also enables UBC to centrally deliver, manage and secure data, while complying with Canadian, Provincial and UBC security requirements. Workspace 2.0 is available to all UBC employees. Those who are not UBC employees may access Workspace when shared to by a UBC employee.	28 Sept 2020
033, 004, 038	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, Laboratory Examinations are considered separately from other written examinations.	28 Sept 2020