



POLICY TITLE

Foundation Phase Exam and Quiz Policy

PURPOSE

Establishes the conditions of receiving an excused absence for an exam and specifies the parameters for making up a missed exam.

RESPONSIBLE PARTY AND REVIEW CYCLE

Foundation Phase Committee will review this policy in odd-numbered years and Education Committee will approve the final and amended policy.

LCME REFERENCE(S)

NA

HISTORY OF APPROVALS AND UPDATES

Approved by Foundation Phase Committee July 2017 and Education Committee August 2018.

POLICY

The UNC School of Medicine faculty work to protect the integrity and fairness of exams and quizzes. It is the expectation that students take all exams and quizzes at the scheduled time. Preparing for, arriving in a timely manner with functional technology, and completing major exams and quizzes at scheduled times is a demonstration of professionalism.

Conditions of an Excused Absence for an Exam or Quiz

Reasons for an excused absence include 1) Medical, 2) Personal/Family Emergency, 3) Professional Meeting (where student is presenting), 4) Jury Duty, 5) Religious Holidays, 6) Weddings, 7) Required training. Being or feeling unprepared is not an acceptable reason to request an excused absence for an exam or quiz.

Students submit a request for an excused absence through an [online link](#), and the Associate or Assistant Dean for Student Affairs grants or denies it. Students must request excused absences for an exam as far in advance as possible, preferably at least one week in advance. If the student requests an excused absence after the start of the exam, the Associate or Assistant Dean for Student Affairs may not grant it or may require the student to provide verification of absence in order to make up the exam (e.g., physician's note).

Staff notify the student if the excused absence has been granted or denied. Staff also record all excused and unexcused absences in the school's evaluation software, noting when an absence takes place on an



exam day. Any excused or unexcused absence for an exam counts toward a student's cumulative attendance record reviewed each semester. Students can check the number of absences in one45 at any time by clicking on Vacation/Leave in the To Do list.

Timeframe to Make Up a Major Exam

Students must make up missed exams within 72 hours of the exam's original date. No exams will be administered in advance of scheduled times. Curriculum Support staff schedule the make-up exam and contact the student with the details. Students may not reschedule their make-up exams unless the Associate or Assistant Dean for Student Affairs grants an additional excused absence. Students risk forfeiting the opportunity to complete the exam if they do not attend the scheduled make-up session.

Timeframe to Make Up a Quiz

Students must make-up missed quizzes for each block on the designated quiz make-up. No quizzes will be administered in advance of scheduled times. Curriculum Support staff schedules the designated quiz make-up day at the beginning of each block. Students are required to sign-up for the designated quiz make-up day. Students may not reschedule their make-up quizzes unless the Associate or Assistant Dean for Student Affairs grants an additional excused absence. Students risk forfeiting the opportunity to complete the quiz if they do not attend the scheduled make-up session.

Exceptions to the Exam and Quiz Policy

Faculty and staff understand that students may experience especially challenging life circumstance that may make compliance with the exam and quiz policy difficult. As such, the Associate and Assistant Deans for Student Affairs, the student's advisor, the Office of Academic Excellence, and the school's Progress Committee will confer to make a decision in the best interest of the student.

Electronic Submission of Quizzes

Students are required to have functional technology, either a working laptop or iPad provided by UNC SOM to complete required quizzes. Students must submit the quiz electronically. No paper copies will be provided.

PROCEDURE(S):

Students submit a request for an excused through an [online link](#), and the Associate or Assistant Dean for Student Affairs grants or denies it. Staff notify the student if the administrative excuse request has been granted or denied. Staff also record all excused and unexcused absences in the school's evaluation software, noting when an absence takes place on an exam day. Students can access their attendance record at any time by logging into [the evaluation system](#). Any excused or unexcused absence for an exam counts toward a student's cumulative attendance record reviewed each semester.

If an administrative excuse is granted, staff will follow up with the student to schedule the makeup exam or quiz within the designated timeframe.

DEFINITION(S):

NA