



## **TITLE OF POLICY**

TEC 2.0 Foundation Phase Exam and Quiz Policy

## **PURPOSE**

Establishes the conditions for indicating an absence for an exam or quiz and specifies the parameters for making up a missed exam or quiz.

## **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

Approved by Education Committee August 2018

Revised for TEC 2.0 March, 2023

Approved by Education Committee April 2023

Approved by Education Committee August 2024

Approved by Education Committee July 2025

## **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. Students may not use an excused absence during exams and quizzes other than PALS quizzes, in which case the student should use the Qualtrics excused absence [form](#) to note their absence from the PALS session. 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 Absence for an Exam or Quiz**

Students may not use an absence during a PCC exam, microbiology in lab assignments, anatomy practical, NBME exam or Clinical Reasoning Exam. It is possible that extreme or emergency circumstances may prevent a student from taking an exam or quiz. In this case, the student should email [SALeadership@listserv.med.unc.edu](mailto:SALeadership@listserv.med.unc.edu) and fill out the Qualtrics form to note their absence before the start of the exam or as soon as is possible. Curricular affairs staff will follow up with the student regarding scheduling a makeup date and the absence will be recorded in the attendance system, per the [TEC 2.0 Foundation Phase Attendance Policy](#). When a student indicates that they are missing an exam or quiz under emergency circumstances, Student Affairs will attempt multiple means of communication with the student until they are reached and it is confirmed that the student is or will be safe. If a student cannot be reached within six hours, Student Affairs will initiate an in-person health and safety check.



### **Timeframe to Make Up a Major Exam**

Students must make up missed exams within four business days of the exam's original date. No exams will be administered in advance of scheduled times. Curricular Affairs staff schedules the make-up exams and contacts the student with the details. Students may not reschedule their make-up exams unless 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**

Curricular Affairs staff schedules the designated quiz make-up days at the beginning of each course. Students are required to make-up the missed quiz at the first available quiz make-up time following their absence unless there are extenuating circumstances that are communicated ahead of time and approved by Curricular Affairs. No quizzes will be administered in advance of scheduled times. Students risk forfeiting the opportunity to complete the quiz if they do not attend the scheduled make-up session.

### **Electronic Submission of Quizzes**

Students are required to have functional technology to complete required quizzes. Students must submit the quiz electronically. No paper copies will be provided.

### **Exceptions to the Exam and Quiz Policy**

Faculty and staff understand that students may experience especially challenging life circumstances that may make compliance with the exam and quiz policy difficult. Student Affairs leadership will review individual cases such as this if needed.

### **PROCEDURE(S):**

- Students indicate that they will miss a quiz or exam under emergency circumstances by emailing [SALeadership@listserv.med.unc.edu](mailto:SALeadership@listserv.med.unc.edu) and filling out the Qualtrics absence [form](#).
- Curricular Affairs staff will mark the student absent and deduct the time from the four allowed absences per semester.
- If an exam is missed, students schedule the makeup exam with Curricular Affairs staff within 96 hours of the missed exam.
- If a quiz is missed, students take the quiz on the nearest pre-scheduled quiz makeup day following the absence.

### **DEFINITION(S):**

NA