



**Policy Title:** Exam Policy: Clinical Curriculum

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**Accountable Dean(s) or Director(s):**

Associate Dean for Admissions & Student Affairs  
Assistant Dean for Clinical Education

**Reviewed By:**

T3/T4 Curriculum Subcommittee

**Approval Body:**

Professionalism & Promotions Committee

**POLICY STATEMENT AND PURPOSE:**

Students at Tulane University School of Medicine are expected to take all clerkship examinations as scheduled. It is the student's responsibility to be aware of exam expectations and to follow the school's policy/protocol for notification of anticipated and unanticipated absences and technical issues.

**CLINICAL POLICY (Years 3 & 4)**

- If a student cannot take a final exam as scheduled, the student must submit an excused absence form.
  - Note that excused absences for exams are not automatically approved; they are vetted by the Office of Student Affairs who makes the absence request decision.
  - Examples of exam absences that will be approved include major illness/surgery, death in the family, car accident, or other emergencies.
  - Absences that are *not* typically approved include; not being ready for an exam, travel for a friend's wedding, feeling stressed and/or anxious.
- In addition to submitting the excused absence form, the student is required to notify the Clerkship Director and clerkship coordinator regarding their absence.
- Failure to take an exam on the regularly scheduled date, regardless of reason, will result in an immediate Incomplete (I) for the course. The student must then coordinate with the Clerkship Director and coordinator to reschedule the exam.
- If a student misses a scheduled exam without an approved, excused absence, they will no longer be eligible for a grade of Honors or High Pass, regardless of their performance on the retake exam or in the clerkship overall.
- Insufficient or unreliable computers are not valid reasons for missing an exam.
  - It is the student's responsibility to use a reliable computer, plug into a reliable power source, and obtain reliable internet access for the exam.
  - Loaner computers are available for students testing at the School of Medicine.

- There is a 15-minute grace period for logging into exams. If a student experiences technical difficulty while attempting to log into the exam, they must notify the coordinator within this 15-minute window so OME staff can assist with troubleshooting.
- If testing irregularities occur during the exam which could have an impact on student performance, the student must inform the proctor before leaving the exam room so a report can be filed. Any performance concerns raised after leaving the exam room will not be considered.
- Students who have started the process of applying for testing accommodations but have not yet received provisional or full approval by the Goldman Center for Student Accessibility should consider delaying the exam. Accommodations are not applied retroactively, and a disability-related explanation will not negate poor performance (see policy on Technical Standards).

**LAST REVIEW DATE/APPROVAL:**

T3/T4 Curriculum Subcommittee: 11/20/24

Professionalism & Promotions Committee: 12/03/24

**REVIEW CYCLE:**

Every 3 years