Policy for Missed Evaluation Exercises

Evaluation exercises such as the Personal Progress Index (PPI), Objective Structured Clinical Evaluation (OSCE), Pre-Clerkship Concept Application Exercises (CAE), Clinical Skills Evaluation Events, Professional Competencies Integrative Exercises (PIE) and Clerkship Exit Examinations, are obligatory for all students.

1. Leaves of Absence:
   a. In general, Leaves of Absence will not be granted for the dates of evaluation exercises.
   b. A student seeking a Leave of Absence for the date of an evaluation exercise must submit a properly signed Leave of Absence form to the Program Administrator of the student’s home campus as soon as is reasonably possible (preferably at least 1 month) before the date of the evaluation exercise.
   c. The Program Administrator has the discretion to require:
      1) documentation supporting the necessity of the absence (for example, proof of medical appointment, surgery appointment, mandatory religious observance)
      2) afterwards, documentation verifying that the student did attend whatever event or activity made the absence necessary.

2. Illness, emergencies and other unforeseen circumstances
   a. The student must submit an explanation to the Program Administrator of the student’s campus by email or in writing as soon as possible, usually within one day of the absence.
   b. The Program Administrator has the discretion to require documentation verifying the reasons given by the student including medical documentation if appropriate.

3. Consequences of missing an evaluation exercise
   a. The consequences for students who miss an evaluation event will be decided upon by the curricular unit for which the event was held:
      1) for Concept Application Exercises, the Pre-Clerkship Committee;
      2) for Professional Competencies Integrative Exercises, the Professional Competencies Planning Committee;
      3) for Clerkship Exit Examinations, the Clerkship Committee;
4) for OSCEs and PPIs, the MD Program Evaluation Committee.
b. Students will be apprised of the consequences of missed evaluation events in the
relevant Guides and Handbooks and on Medportal.
c. The Program Administrator in the student’s home campus will inform the
student’s Advisor by email if a student misses an evaluation event.
d. The Program Administrator has the discretion to place a note in the student’s file
if the explanation for the missed event reveals a breach of professional
behaviour.
e. An Academic Progress Committee may be convened at the discretion of the
Program Administrator in the student’s home campus:
   1) If she or he observes a pattern of repeated missed evaluation events;
   2) for a serious breach of professionalism on the part of the student; or
   3) for any breach of the requirements of this policy.