



Complete Policy Title	Missed Evaluation Exercises
Approved by	MD Executive Committee
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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.