UNIVERSITY OF
South Carolina
School of Medicine Greenville

Policy Title
Clerkship and Post-Clerkship Phase Exam Tardiness and Unscheduled Absence

Identifier
USCSOMG – UME– 3.07

Prepared by: Assistant Dean for Clerkship and Post Clerkship Education	
Reviewed by: Clerkship and Post-Clerkship Subcommittee	Reviewed Date:
Approved by: Curriculum Committee	Approved Date:
	Effective Date: 03/01/2027

LCME Standards
3.4 – Ensuring a Positive Learning Environment

Scope
University of South Carolina (USC) School of Medicine Greenville students, Clerkship Directors, Clerkship Coordinators, and exam proctors.

Policy Statement
In keeping with the USC School of Medicine Greenville expectation of professionalism, all students are expected to be present and prepared to begin testing at the start of all required summative assessments including NBME exams and end of clerkship skills testing. This policy provides a standard process for recording tardiness and unscheduled exam absences.

Definitions
Exam Arrival Time
The Exam Arrival Time is the time that all students are notified to arrive at the exam. This time is communicated by the Administrative Coordinator. The arrival time includes pre-exam preparation: student check-in, seat assignment, and distribution of standard exam materials.

Exam Start Time
The exam start time is the time that formal assessment is scheduled to start and will be communicated by the Administrative Coordinator.

Tardiness
Clerkship and Post-Clerkship students arriving at a NBME Shelf up to 15 minutes after *Exam Arrival Time* are considered tardy and can sit for the exam.

Unscheduled Exam Absence
Clerkship and Post-Clerkship students arriving after the *Exam Start Time* for an NBME shelf exam or end of clerkship skills testing will receive an *Unscheduled Exam Absence* and will be unable to sit for the exam.

Reason for Policy

To provide USC School of Medicine Greenville students, faculty, and staff further clarity on institutional expectations of exam timeliness and professionalism, and to maintain an environment for an exam with limited disruptions. A medical school and its clinical affiliates share the responsibility for creating and maintaining a positive learning environment.

Procedures

The Chief Exam Proctor (CEP) is responsible for completing the Exam Tardiness and Unscheduled Absence Form. Students are notified via their USC email when the form is submitted.

The aforementioned processes do not need to be completed if a student has received prior approval for the absence as stated in the relevant attendance policy.

Unanticipated circumstances on the day of the exam:
Clerkship and Post-Clerkship students must notify the affected Course Director and Course Coordinator. Students must fill out the absence form as soon as feasible (within 24 hours). The Course Coordinator will notify the Assistant Dean for Clerkship and Post-Clerkship Education, and Manager of Clerkship and Post-Clerkship Education of the absence by email. Once the absence form is filled out, it is routed to the Assistant Dean for Clerkship and Post-Clerkship Education to determine whether an absence is excused as described in the applicable attendance policy.

Sanctions

Two or more instances of tardiness and/or one unscheduled exam absence throughout their academic experience will result in referral to the HPC and will result in disciplinary action in accordance with Honor and Professionalism System policy.

Clerkship and Post-Clerkship students receiving an unscheduled exam absence will not be allowed to make up the exam until a time when other proctored exams are occurring, which will be scheduled through the Office for Medical Education.

Additional Contacts

Office for Student Affairs
Office for Medical Education

Related Information

USCSOMG – STAF – 5.03 Honor and Professionalism System
USCSOMG – UME – 3.01 Clerkship and Post-Clerkship Phase Student Attendance

History

Date of Change	Change
March 2027	Split policy into Clerkship and Post Clerkship Phase. Updated identifier
March 2026	Removed references to Incident report form. A new form was created to track tardies and send a notification to students. Expectations for iRAT and ASK were moved to module syllabi.
March 2025	Strengthen language in response to policy audit. Streamlined emergency notification

	procedures. Changed allowable tardies from three to two.
July 2024	Updated to include expectations for ASK quizzes and iRAT/tRAT.
Dec 2021	Clerkship and Post-Clerkship students arriving to exams after the Exam Start Time will be considered as an unscheduled exam absence and will not be allowed to sit for the exam. Pre-Clerkship students arriving to OSCEs or lab practicals after the Exam Start Time will be considered an unscheduled exam absence and will not be allowed to sit for the exam.
July 2019	Clarified communication, editorial changes made due to branding updates and titles.
Oct 2018	Policy formalized into standardized template, LCME CQI