



Policy Title

Exam Tardiness and Unscheduled Absence

Identifier

UofSCSOMG – ACAF– 7.08

Prepared by: Office for Academic Affairs	
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LCME Standards

3.5 – Learning Environment/Professionalism

Scope

University of South Carolina (UofSC) School of Medicine Greenville students, course directors, and exam proctors.

Policy Statement

In keeping with the UofSC 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 exams—including summative exams, lab practicals, NBME exams, and OSCEs/OSATs. 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 Course 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 examination is scheduled to start and will be communicated by the curriculum coordinator.

Tardiness

Pre-clerkship students arriving at a multiple-choice summative assessment after *Exam Start Time* and up to 15 minutes after are considered tardy and can sit for the exam.

Unscheduled Exam Absence

Pre-clerkship students arriving to a multiple-choice assessment more than 15 minutes after the *Exam Start Time* will receive an *Unscheduled Exam Absence* and will be unable to sit for the exam. Pre-clerkship students arriving at an OSCE or laboratory practical assessment after the *Exam Start Time* will receive an *Unscheduled Exam Absence* and will be unable to sit for the exam.

Clerkship and Post-clerkship students arriving after the *Exam Start Time* for an OSCE, OSAT, or Shelf Exam will receive an *Unscheduled Exam Absence* and will be unable to sit for the exam.

Reason for Policy

To provide UofSC School of Medicine Greenville students, module/course directors, and exam proctors further clarity on institutional expectations of exam timeliness and professionalism, and to maintain an exam environment free of disruption.

Procedures

Pre-clerkship Tardiness

The procedures for recording and reporting tardiness for pre-clerkship students are as follows:

1. The Chief Exam Proctor (CEP) will complete the [Incident Report Form](#) indicating “Late Arrival” under the *Incident Type* and explain the student’s late arrival and subsequent tardy categorization.
2. Assessment Personnel are responsible for tracking tardiness through the Incident Report Forms.
3. Any student who is recorded as being tardy for three or more exams will be referred to the Honor and Professionalism Council (HPC) for unprofessional behavior.
4. The HPC will determine if a student is responsible for a professionalism violation and recommend sanctions in accordance with protocols outlined in the UofSC School of Medicine Greenville Honor and Professionalism System policy

Pre-clerkship Unscheduled Exam Absence

If a pre-clerkship student receives an Unscheduled Exam Absence or does not attend the exam without prior approval from the Module Director (M1/M2), the CEP is responsible for the following:

1. Contacting the Manager of Student Affairs, the relevant Module Director(s), the Assistant Dean for Pre-Clerkship Education, and the Manager of Pre-Clerkship Education to report student absence.
2. Completing the [Incident Report Form](#) indicating “Unscheduled Exam Absence” under the *Incident Type* and explaining the student’s late arrival and subsequent absence categorization.
3. Completing the [Honor Code & Professionalism Violation Report Form](#) for a professionalism violation.

Clerkship and Post-clerkship Unscheduled Exam Absence

If a clerkship or post-clerkship student receives an Unscheduled Exam Absence or does not attend the exam without prior approval from the Course Director, the CEP is responsible for the following:

1. Contacting the Manager of Student Affairs, the relevant Course Director(s), the Director for Clerkship and Post Clerkship Education, and the Manager of Clerkship and Post-Clerkship Education to report student absence.
2. Completing the [Incident Report Form](#) indicating “Unscheduled Exam Absence” under the *Incident Type* and explaining the student’s late arrival and subsequent absence categorization.
3. Completing the [Honor Code & Professionalism Violation Report Form](#) for a professionalism violation.

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

Emergency situations on the day of the exam:

1. Pre-clerkship students should notify the affected module director(s), course coordinator, Assistant Dean for Pre-clerkship Education, Manager of Student Affairs, and Manager of Pre-clerkship Education by email of the reason for their absence prior to the exam start, or as soon as possible thereafter. The module director will determine whether an absence shall be excused and disseminate this information to the CEP. Make up exams will be scheduled through the Office for Academic Affairs.
2. Clerkship and Post-clerkship students should notify the affected course director(s), course coordinator, Director for Clerkship and Post-Clerkship Education, Manager of Student Affairs, and Manager of

Clerkship and Post-Clerkship Education by email of the reason for their absence prior to the exam start, or as soon as possible thereafter. The Course Director will determine whether an absence shall be excused and disseminate this information to the CEP. Make up exams will be scheduled through the Office for Academic Affairs.

Sanctions

Three or more instances of tardiness during the pre-clerkship years and/or one unscheduled exam absence throughout their academic experience will result in referral to the Honor and Professionalism Council and could result in disciplinary action.

Pre-clerkship students receiving an Unscheduled Exam Absence will not be allowed to make up the exam until the remediation dates stated in the syllabus.

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 and will be scheduled through the Office for Academic Affairs.

Additional Contacts

Office for Student Affairs
Office for Academic Affairs

Related Information

[UofSC School of Medicine Greenville Student Handbook](#)

UofSCSOMG – STAF – 5.03 Honor and Professionalism System

UofSCSOMG – ACAF – 1.00 M1 and M2 Student Attendance

UofSCSOMG – ACAF – 1.01 M3 and M4 Student Attendance

UofSCSOMG – ACAF – 1.03 IPM Attendance

History

Date of Change	Change
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