Policy Title
Exam Tardiness and Unscheduled Absence

Identifier
UofSCSOMG – STAF – 5.05

Prepared by: Office for Student Affairs
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LCME Standards
3.5 – Learning Environment/Professionalism

Scope
University of South Carolina (UofSC) School of Medicine Greenville students, module 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, 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.

A. Example: If a formal examination begins at 8:00 am, the exam arrival time is set for 7:45 am.

Tardiness
All students arriving to check-in after the formal examination begins are considered tardy.

A. Example: If the exam arrival time is 7:45 am and a student arrives to check-in at 8:00 am when the formal examination is beginning, the student is considered tardy for the exam.

Unscheduled Exam Absence
Students arriving more than 30 minutes after the Exam Arrival Time will receive an Unscheduled Exam Absence.

A. Example: If the exam arrival time is 7:45 am, any student arriving at 8:15 am or later will receive an Unscheduled Exam Absence.
**Reason for Policy**
To provide UofSC School of Medicine Greenville students, module directors, and exam proctors further clarity on institutional expectations of exam timeliness and professionalism, and to maintain an exam environment free of disruption.

**Procedures**

**Tardiness**
All students should arrive at the established Exam Arrival Time. Any student who arrives at the start of the formal examination and up to 15 minutes after testing has begun is considered tardy. The procedures for recording and reporting tardiness 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 in the Office for Academic Affairs is 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 guilty of a professionalism violation and recommend sanctions in accordance with protocols outlined in the UofSC School of Medicine Greenville Honor and Professionalism System policy.

**Unscheduled Exam Absence**
If a student arrives more than 30 minutes after the Exam Arrival Time or does not attend the exam without prior approval from the Module Director (M1/M2) or Office for Academic Affairs (M3), the CEP is responsible for the following:

1. Contacting the Manager of Student Affairs, the relevant Module Director(s)/Office for Academic Affairs, and Course Coordinator 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 permission for the absence from the Module Director as stated in the M1 and M2 Student Attendance policy.

**Emergency situations on the day of the exam:**

1. M1 & M2 students should notify the affected module director(s), Manager of Student Affairs, and course coordinator by email of the reason for their absence prior to the exam start, or as soon as possible thereafter. Notification should be in the form of an email. The module director will determine whether an absence shall be excused and disseminate this information to the Course Coordinator. Examinations may be made up at the discretion of the Office for Academic Affairs.
2. M3 students should notify the Office for Academic Affairs of the reason for their absence prior to the exam start, or as soon as possible thereafter. Academic Affairs administration will determine whether an absence shall be excused and disseminate this information to the CEP. Examinations may be made up at the discretion of the Office for Academic Affairs.

**Sanctions**
Three or more instances of tardiness and/or one unscheduled exam absence will result in referral to the Honor and Professionalism Council and could result in disciplinary action.

Students receiving an Unscheduled Exam Absence will not be allowed to make up the exam until the remediation dates scheduled in the syllabus.
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

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<tr>
<td>July 2019</td>
<td>Clarified communication, editorial changes made due to branding updates and titles.</td>
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<tr>
<td>Oct 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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