Policy Title
Exam Tardiness and Unscheduled Absences

Identifier
USCSOMG – STAF – 5.5

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LCME Standards
3.5 – Learning Environment/Professionalism
9.4 – Assessment System

Scope
University of South Carolina (USC) School of Medicine Greenville students, module directors, 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 exams. This policy provides a standard process for recording tardiness and unscheduled exam absences.

Definitions

Exam Arrival Time
The Exam Arrival Time is the time students are notified to arrive at the exam. 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
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 USC 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 “Other” under the Incident Type and explain the student’s late arrival and subsequent tardy categorization.
2. 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 by Office of Academic Affairs’ Assessment Personnel.
   a. The HPC will determine if a student is guilty of a professionalism violation and recommend sanctions in accordance with protocols outlined in the USC 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 of Academic Affairs (M3), the CEP is responsible for the following:

1. Contacting the relevant Module Director(s)/Office of Academic Affairs and the Office of Student Affairs.
2. Completing the Incident Report Form indicating “Other” under the Incident Type and explain the student’s late arrival and subsequent absence categorization.

The aforementioned processes do not need to be completed if a student has received prior permission for the absence from the Module Director. For emergency situations:

1. M1 & M2 students should follow the M1 and M2 Student Attendance Policy. The Module Director will notify the appropriate year coordinator (M1 or M2) when they approve emergency absences and make-up exams for dissemination to the CEP.
2. M3 students should notify the Office of 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 of Academic Affairs.

Sanctions
Three or more instances of tardiness and/or an 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 of Student Affairs
Office of Academic Affairs
Related Information
USC School of Medicine Greenville Student Handbook
USCSOMG-STAF-5.3-Honor and Professionalism System
USCSOMG-ACAF-1.00-M1 and M2 Student Attendance Policy

History
- Date of Change: 10/31/18 (effective date)
- Change: Policy creation
- Reason for Change: LCME CQI