

Policy on Punctuality for Assessments

I. PURPOSE

The University of Pittsburgh School of Medicine (UPSOM) has a responsibility to ensure that students are punctual for assessments. This expectation is a matter of professionalism both for the individual student and for their peers – who may have their exam experience disrupted by people arriving late.

III. SCOPE

This policy applies to:

- Medical students

III. POLICY

A student is late for an assessment if they are not in the correct location at the official start time (defined under Procedures, below), and ready to start the assessment.

For proctored, in-house assessments including and not limited to Formative exams and Summative exams in the Foundations phase of the curriculum, students will have a set length of time to complete the exam. If they arrive late, they will be able to start, but they will finish the exam at the deadline, even if that means they have less time than their peers to complete the questions.

For standardized knowledge summative examinations (e.g., National Board of Medical Examiners [NMBE]/Shelf), students arriving late but within 15 minutes after the official start time will be admitted to the testing room and can begin the exam. They will be given the full time to complete the exam. Students arriving more than 15 minutes beyond the official start time will NOT be admitted to the testing room. They will be asked to reschedule their full exam, at the school's convenience.

SP-based summative assessments are typically scheduled as single station assessments (e.g. the Clinical Interviewing Assessment [CIA] or Clinical Skills Assessment [CSA]) or as multi-station assessments (e.g. Objective Structured Clinical Examinations [OSCEs]). Students who arrive after the official start time of a single-station assessment will need to reschedule. (Sometimes, the SP program might be able to reschedule the assessment later in the same day if the schedule

can accommodate this). For multi-station assessments, students arriving more than 10 minutes after the official start time of the OSCE will join the rotation at the beginning of the next scheduled station. There will not be any opportunity to make up missed stations, and students will lose credit for anything missed. Any of the above situations may result in a lowering of the student's grade, or even failure. Students with an excused absence may reschedule the exam once and only once.

Any student who has an unexcused absence for a summative assessment event (an exam or OSCE) will receive an unsatisfactory grade for that course unit of curriculum.

This policy will apply to all students, including those who have established accommodations.

Students who arrive late to any assessments or exams will be subject to UPSOM Code of Professionalism.

Students who fail an assessment for any reason will enter the remediation pathway unless they are granted a specific leave per student medical and other leave policy.

IV. POLICY AUTHOR(S)

- Office of Medical Education

V. RELATED POLICIES

- Policy on Absence and Attendance
- Code of Professionalism

VI. REFERENCES

LCME Element 3.5 Learning Environment/Professionalism.

VII. APPROVALS

Curriculum Committee, approved August 7, 2023.

Education Policy Council, approved August 8, 2023.

Executive Committee, approved November 1, 2023.

Dean, School of Medicine, approved January 22, 2024.

VIII. PROCEDURES

Typically, in the Foundations phase of the curriculum, make-up exams will be offered once per course, and unless there are significant extenuating circumstances, students will be expected to take their make-up at the set time, as set by the Office of Medical Education staff.

During the clerkship phase of the curriculum, make-up exams will be offered by clerkship coordinators.

The “official start time” means the actual start time when a proctor **begins** to provide instructions, announcements, or directions to students. If an exam is due to start at 11:00am, but the proctor doesn’t actually begin to address students until 11:05am, a student arriving at 11:04am would not be considered late, but a student arriving at 11:06am, during the proctor’s instructions, would be considered late.

Scenario:

8:00am Exam event listed on calendar

8:00am Proctor begins providing instruction to students

8:00am Honor Codes collected

8:03am Proctor finishes providing instruction

8:04am Students electronically open exam, some have technical problems

8:15am All students now taking exam

A student who arrived at 8:02am is late because the proctor was still talking, so the exam hadn’t started.

A student who arrived at 8:05am is also late. Even though a lot of students had trouble logging in, the exam start was 8:00am (when the proctor begins).

Proctors will post notices 15 minutes after the start of an exam, alerting students that the test site is closed and they will need to contact the Office of Medical Education about next steps.

For SP-based summative assessments, efforts will be made to assure that any rescheduled exams are done at a time that the student can commit to attending, given the challenges of organizing such events.