

Departmental Policy

OFF-SITE EXAMINATIONS

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- Purpose** 1 To provide a standard process of writing medical examinations off site.
- Scope** 2 This policy applies to all medical students enrolled in the MD Program at the Cumming School of Medicine with the University of Calgary (Urban and Rural)
- Definitions** 3 In this policy
- a. UME means Undergraduate Medical Education – MD Program.
 - b. UCLIC means University of Calgary Longitudinal Integrated Clerkship.
 - c. UCLIC southern Alberta teaching sites:
 - Brooks, Cardston, Crowsnest Pass, High River, Lethbridge, Pincher Creek and Taber.
 - d. Other UCLIC teaching sites:
 - Yellowknife, Canmore, Rocky Mountain House, Sundre and Drumheller.
 - e. SEC stands for Student Evaluation Committee
- Policy Statement** 4 **Process of writing medical examinations off site. This policy has been created to try and limit the amount of driving medical students do, mostly for safety reasons in addition to lessening the disruption to their rural experience.**
- Special Situations** 5 Special or exceptional circumstances will be brought to the attention of UME Management.

Responsibilities	6	<p><i>Associate Dean, UME - Approval Authority – ensure appropriate rigor and due diligence in the development or revision of this policy.</i></p> <p><i>Manager, Curriculum & Administration, UME - Implementation Authority – ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.</i></p>
Procedures	8	<p>MAIN CAMPUS POLICY STATES:</p> <p>University of Calgary examinations written at external centres – students are not permitted to write a final examination paper at an outside centre except under very special circumstances and with the permission of the Associate Dean of the faculty offering the course and the Registrar. This must be substantiated by a medical certificate or other acceptable verification. Students will be responsible for invigilation fees, if any, charged by external examination centres.</p> <p>SPECIAL CIRCUMSTANCES WITH REGARDS TO UCLIC STUDENTS:</p> <p>8.1 The southern Alberta teaching sites for UCLIC students will be given the option to write their examinations in Lethbridge or Calgary. Lethbridge location is at the Lethbridge College – Testing Service Office 3000 College Drive South, Lethbridge, Alberta; 403-382-6922. Calgary location will be at the Health Sciences Centre.</p> <p>8.2 The other Alberta teaching sites will continue to come to Calgary for their exams.</p> <p>8.3 Yellowknife UCLIC Students will write in Yellowknife if they are not back in Calgary. Testing will be done at Aurora College Yellowknife/North Slave Campus 5004 54th Street, Yellowknife, NWT.</p> <p>8.4 Medical students will be writing identical examinations at each site and that all exam policies (as outlined by SEC) will be followed at all sites.</p>
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