



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"
College of Medicine - MD Program

FINAL WRITTEN EXAMINATION POLICY
CDU Policy 319.1a
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Approved by the Educational Policy and Curriculum Committee: 9/12/2023
Date Reviewed by the College of Medicine Dean: 9/19/2023
Revised Date/Review Date (at least 3 years from Effective Date): 9/19/2025
Supersedes (if necessary): N/A

POLICY STATEMENT

This policy covers institutionally developed, nationally normed examinations, and standardized patients when used for examination purposes for required courses and clerkships. In addition to course leadership and the Office of Medical Education (OME), individual student results of examinations are reported to the Office of Student Affairs (OSA), Academic Support, and the Medical Student Evaluations and Promotions Committee as appropriate. Aggregate results of examinations are reported to the Education Policy and Curriculum Committee (EPCC) and Medical Student Evaluations and Promotions (MESP) Committee.

Students are responsible for being aware of the CDU Student Code of Conduct (CDU Policy 402) or any personal demands that conflict with examination dates and other required school activities, and appropriately resolving any scheduling conflicts. Students are expected to conform to the examination dates published at the start of each course.

CONSTRUCTION

Pre-Clerkship course final exams are internally developed and composed of 100 questions of which a minimum of 25% are NBME questions and the remainder are created by the course team. The content may reflect all the materials covered during the length of the course. Courses are strongly encouraged to use NBME questions as much as possible. Students will be required to log into NBME to complete those questions first prior to completing part two of the exam (the course created questions) on Blackboard or other exam software.

- Students with academic accommodation:
 - Will take their examination in a different location to those without accommodations.
 - The timing of exams will be adjusted in accordance with accommodation as approved by Disability and Access Services.
 - Academic support and course coordinators will be the only people aware of the students that need academic accommodation. Course Directors and teaching instructors/faculty will be blinded to those students needing academic accommodation to prevent bias in grading and evaluation.

If faculty determine that questions in an internally developed exam must be adjusted or removed after the exam is administered, the exam will be re-scored against the remaining number of questions.

Grading will then be based solely on the remaining valid questions. Any changes in the exam scoring will be posted on Blackboard and will apply to all students.

ADMINISTRATION

- Final exam will be 2 hour and 30 minutes (from 9 AM to 11:30 AM).
- NBME examinations should follow NBME proctoring rules.
- Examinations begin promptly on the last Friday afternoon of each course unless a holiday or prior arrangement announced at the beginning of the course occurs. Students who arrive late will not be granted additional time. The exam will end promptly after 2 hours and 30 minutes.
- Students are not permitted to bring food in the examination area.
- Students are not permitted to bring personal items, phones/tablets, study materials, or wear smart watches or hats in the examination area. These items are also not permitted during breaks.
- One sheet of paper and one pencil will be provided to each student during the exam.
- At least three faculty members or staff members must be present throughout the examination to meet NBME requirements of one proctor for every 20/25 students.
- Proctors cannot clarify questions to individual students. Errors, if discovered, must be announced promptly to all examinees.
- If a student requires a personal break, they must sign out of the examination area, remain in the proximate area to the examination, return promptly, and sign back in. The examination time limit will not be increased by time spent on breaks.

Students who miss an exam, for whatever reason, will receive a zero for that exam. The student's professional responsibility is to adhere to the Pre-Clerkship and Clerkship Phase Absence policy (CDU Policy 322.4).

REMEDICATION

- Students seeking an alternative date for an examination must make a written request to the course director and the OSA. Permission to reschedule an examination is only granted for exceptional circumstances. The postponed pre-clerkship examination must be taken on Friday afternoon of the first week of the next course.
- Any change to a student's examination date will be recorded. If more than two examinations are postponed, documentation of the delays will be provided to the MSEP committee for discussion. It is the student's responsibility to adhere to the EPCC Remediation Flowchart.
- The contribution of the postponed examination to the final course grade will be adjusted.
- In the event of unforeseen circumstances (e.g., campus closure), OME in coordination with course leadership will reschedule affected examinations.
- Any student who fails or misses the final exam will have the opportunity to retake the examination the Friday of the first week of the next course.

POST EXAMINATION

After completion of the examination(s), questions will not be available for review by individual students.

- Final and mean scores will be made available no later than one academic week after the examination date.

For NBME examinations:

- Final scores will be made available no later than one academic week after the NBME releases scores to the school.

Student Code of Conduct:

- Students must refrain from discussing any contents of the examination with any student who has not taken the exam.

DEFINITIONS

There are no definitions associated with this policy.

RELATED INFORMATION

- EPCC Remediation Flowchart
- Pre-Clerkship and Clerkship Phase Absence policy (CDU Policy 322.4)
- LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>
- National Board of Medical Examiners (NBME) <https://www.nbme.org/>

Review History:	Change Description:
8/14/2023	New policy drafted
8/17/2023	Edits per EPCC recommendations