

## Number: 5.18

<b>DESCRIPTION:</b>	Phase 2 Examination Procedure		
<b>RESPONSIBLE:</b>	<b>UNDERGRADUATE MEDICAL EDUCATION COMMITTEE</b>		
<b>PURPOSE:</b>	Outlines the procedure for Phase 2 examination and re-examination scheduling		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	October 27, 2021	<b>REVISED:</b>	06.2024

### Phase 2 Clerkship Examination Procedure

- All phase 2 examinations (NBME shelf examinations as well as any other department specific examinations) must be taken on the originally scheduled date unless the student is acutely ill, has a family emergency or there are other similar extraordinary circumstances occurring on the day of the exam. Students who need to reschedule for these reasons must have this approved by their campus dean directly.
- If an examination is delayed due to closure of the campus for inclement weather, the campus office will communicate this to the students and re-schedule the exam.
- A medical student failing a Phase 2 clerkship NBME shelf examination may retake the examination once prior to a final grade being assigned for the clerkship.
  - The NBME shelf re-examination will be administered within 4 months of the original NBME shelf exam failure or prior to the beginning of Phase 3, whichever comes first.
  - While awaiting re-examination, the student will be assigned a grade of “Incomplete” for the clerkship.

#### Per Policy 4.20-Academic Expectations of Medical Students:

- If the student passes the re-examination and meets all other requirements to pass the clerkship, a grade of “Satisfactory” will be assigned.
- If the student fails the re-examination, a grade of “Unsatisfactory” will be assigned; the student will be required to follow the steps outlined in Policy 4.20 and remediate half the clinical clerkship time as well as pass the NBME shelf examination.

- Re-examination Plan
  - The medical student will meet with their assigned Academic Advisor to discuss the results of the initially failed exam and to design an individualized re-examination plan.
    - This plan will specify the timing of re-examination, e.g., during a subsequent clerkship, elective or vacation period.
      - If the student and Academic Advisor agree the best plan is to re-examine during a subsequent clerkship, a single day excused absence may be requested for the re-examination but must not conflict with a required activity for that clerkship.
  - No additional time off for study will be provided to students who re-examine during a subsequent clerkship. The single day excused absence for re-examination will count toward the student's allowable excused absence days for the clerkship.
  - A written re-examination plan signed by the Academic Advisor and the medical student will be filed in Academic Advising in the Leo Portrait and forwarded to the Office of Student Affairs and Admissions for insertion in the student's academic record.
- Medical students must successfully pass all Phase 2 courses and clerkships, including any re-examinations or remediations, prior to promotion to Phase 3 (per Policy 4.20).