

# Creighton University School of Medicine

## Medical Education Program Guideline

GUIDELINE: PreClerkship Retest and Remediation

GOVERNING BODY: Associate Dean for Medical Education

APPROVAL DATE: January 29, 2021

REVISED DATE: June 27, 2023

LCME ACCREDITATION STANDARD REFERENCE: N/A

### PURPOSE

The purpose of this guideline is to define the process for required make-up exams and remediation in the pre-clerkship curriculum.

### GUIDELINE

#### A. Make-up Exams

Student eligibility for make-up examinations is defined in the Grading Policy. The constitution of examination items on the make-up examination should be equivalent to the original examination(s) (e.g., should include all objectives tested on the original examination). Examination items may include institutionally developed questions or NBME customized examination items.

#### B. Course Remediation

Student eligibility for course remediation is determined by the CUSOM Student Advancement Committee. The course director is responsible for developing a remediation plan for each student requiring remediation and identifying the appropriate assessment to determine content mastery. The constitution of remediation examination should be equivalent to the original course examination(s) (e.g., should include objectives from all sessions tested on the original examination). Examination items may include institutionally developed questions or NBME customized examination items.

### PROCEDURE

#### A. Make-up Exams

1. The course directors are responsible for the construction of make-up exams. They may request the assistance of course faculty and the component director.
2. The component director is responsible for scheduling the date of the make-up examination with the student. The course syllabus should state the date of the make-up exam.
3. It is mandatory that any student taking a make-up exam arrive by the advertised time to the assigned room to take the exam. All exams will be scheduled in-person.

#### B. Course Remediation

1. The remediation plan may include meetings with faculty, review of course content, review of course lecture recordings, required review sessions, completion of multiple-choice questions, required tutoring, and/or additional inquiry into the discipline.

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2. The student will meet with the course director to review the plan. The plan may be updated with a written agreement between the student and course director.
3. Students are encouraged to consult the academic success consultants for any concerns related to professionalism, study strategies, or time management.
4. Remediation typically occurs at the end of the spring semester. The component director is responsible for scheduling the date of the remedial course examination with the student.
5. It is mandatory that any student taking a make-up exam arrive by the advertised time to the assigned room to take the exam. All exams will be scheduled in-person.

### **SCOPE**

All students, course directors, and component directors within the Medical Education Program pre-clerkship curriculum.

### **ADMINISTRATION AND INTERPRETATION**

The Associate Dean for Medical Education is responsible for the administration of this guideline.