

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Examinations Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 12/14/2021, 6/27/2023

LCME ACCREDITATION STANDARD REFERENCE:

PURPOSE

The purpose of this policy is to define student requirements for examinations.

POLICY

Examinations vary in frequency and format. Students are expected to take examinations at the scheduled time. It is mandatory that all students arrive by the advertised time to the assigned room and be prepared to sit for the given course exam or NBME Subject Examination.

1. Late Arrivals and Special Arrangements

Any student who is unavoidably delayed for an exam must notify the appropriate Curriculum Coordinator as soon as feasible. A student who is unable to take an examination at the scheduled time must request special arrangements in advance as explained in Attendance and Absence Policy. All rescheduled exams will occur in person.

2. NBME Subject Examinations

At the end of each clerkship in Component III, students must pass a National Board of Medical Examiners (NBME) Subject Examination. A student who does not pass an NBME Subject Examination and is eligible to retake the examination must complete the retake within four (4) weeks after the failure. Students who must retake an NBME Subject Examination are not eligible to receive the Honors grade (SH).

PROCEDURE

1. NBME Subject Examinations

a. Campus Location of Shelf Test

Students must take their clerkship NBME subject examination following the completion of their clerkship at the campus in which they completed their clerkship. At the discretion of the Component III Director, the student may be allowed to take the subject exam at the other campus. The student must submit a request to the Component III Director at least 30 days before the exam and permission must be granted 14 days prior to the exam date. These timeframes allow accepting campus to make appropriate arrangements for the exam. There will be no other examination sites allowed other than at the two medical school campuses.

b. Delayed Shelf Exam Retake

Students who qualify for a NBME Shelf Subject Examination retake may submit an extension request to the Associate Dean for Student Affairs based on the following scenarios:

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- Personal Emergency
- Medical Illness

SCOPE

All students enrolled in the Medical Education Program.

ADMINISTRATION AND INTERPRETATION

The Office of Medical Education and the Office of Student Affairs are responsible for the administration of this policy. Please forward questions to the Associate Dean for Medical Education or the Associate Dean for Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.