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I. PURPOSE

A. Assist students in obtaining competence through the remediation process.
B. Clarify process for requesting delay of a summative examination.
C. Outline procedures to schedule remediation (after examination failure) and make-up (after examination missed due to absence) examinations.
D. Promote only those students who have demonstrated their competence.

II. POLICY

A. Policy for Remediation after Exam Failure for Non-clerkship Courses

1. If a student fails the first examination (exam) administration or other requirements of the course (see Grading Policy) the grade of Incomplete (I) will be reported to the Registrar. Upon successful remediation, the I would be changed to a Pass (P) on the transcript.
2. The second exam attempt (first remediation exam administration) will be no sooner than one week after the failed exam.
3. For first year students, the latest that remediation and make-up can be completed is August 1 prior to the beginning of the second year. For second year students, remediation and make-up must be completed successfully prior to beginning any core clerkship.
4. Students failing any end-of-course exam will speak with the course director to discuss potential reasons for the failure and to establish a learning plan. The course director will inform the student’s Colleges Advisor of the student’s need to remediate. Referral to the Learning Specialist will be made.
5. The first remediation requirement will be to take a remediation exam (second exam attempt), and will require a 70% correct to pass.
6. The exam will be in a closed book format.
7. If banked exam questions are available, new questions should be substituted into the first remediation exam, with attention to maintaining balanced coverage of course content in the remediation exam.
8. If the first remediation exam (second exam attempt) is failed, the student will meet again with the course director. The learning plan will include Learning Specialist follow up and may include scheduled tutoring sessions. The learning plan will also include writing responses to short answer questions assigned by the course director. Topics will be based on test questions that were missed and the associated course objectives, with the total page requirement of less than or equal to five pages. The student will meet with the course director to review responses to the short answer questions and to confirm adequate understanding of the material.
9. The next step in assessing competence in the content area will be to take a second remediation exam (third exam attempt), with new questions if available, requiring 70% correct to pass.
10. All students who require remediation for failure of an exam will be referred to the Preclerkship Student Assessment and Formational Committee for discussion.

11. If a student does not pass the third attempt at the exam, the student will be referred to the Promotions Committee.

B. Policy for Remediation after Summative Knowledge or Standardized Patient Exam Failure for Core or Required Advanced Clerkships

1. A student who fails the written medical knowledge or standardized patient exam will have an I grade submitted to the Registrar, and will be discussed at the next Clerkship Student Assessment and Formational Committee meeting. They will be given the opportunity to sit for the exam up to two additional times within six months of the first attempt, provided they remain enrolled as full-time Johns Hopkins University School of Medicine (JHUSOM) students in good academic standing. Scheduling of these exams will follow the guidelines for off-cycle exam administration (see section on Procedures below).

2. The I will remain on the student’s record until remediation is complete or a Failing (F) grade is submitted. Upon successful passage of the exam, the student’s core clerkship grade can be changed to a Pass (P). If the student has not successfully completed this remediation within six months, without permission to delay from a Dean in the Office of Medical Student Affairs (OMSA), or if they fail the remediation exam twice, the I grade will be changed to an F. Any student who fails the medical knowledge or standardized patient exam three times, or who does not successfully complete other summative components of the final grade, will need to repeat the clerkship.

C. Requesting a delay or change in date of a Summative Examination / Quiz:

1. Students must submit any request to delay taking an exam/quiz prior to the summative exam/quiz date to both the course/clerkship director and to a dean in the OMSA. This also includes requests to delay National Board of Medical Examiners (NBME) Subject Exams and Standardized Patient exams for clerkships. Requests should be submitted as far in advance of the examination/quiz as possible.

2. Permission to delay an exam or quiz is granted only for exceptional circumstances (e.g., severe illness, death of a family member).

3. The Clerkship or Preclerkship Student Assessment and Formational Committee will receive documentation of any student who has been granted two or more delays in summative examinations.

4. If an OMSA Dean approves delay of a summative examination or quiz, the student must communicate to the course/clerkship director, and to the Office of Medical Student Curriculum (OMSC) for non-clerkship assessments, the need for a make-up exam. Postponing/cancelling/re-scheduling a confirmed make-up exam time is strongly discouraged, and instances of this will be discussed at an appropriate Student Assessment and Formational Committee.

5. If a student is not present for the scheduled exam, or arrives beyond the 15-minute grace period, the student will be required to take a make-up exam. Make-up examinations may not conflict with other required curricular events.

III. PROCEDURES

A. Procedure for scheduling remediation (after an exam failure) exams in non-clerkship courses

1. An OMSC-designated staff member informs course director and course coordinator of a student failure.

2. Course director informs student of need to remediate and the process to arrange for remediation.

3. The student chooses from a list of available remediation exam dates that are identified to help students avoid falling behind in ongoing work and to avoid conflict with assessments and activities in other courses. The predetermined remediation dates are listed in the curriculum management software and/or on the OMSC website (Student Resources). The student notifies OMSC designated staff of the chosen date for the remediation exam, according to instructions on OMSC website, Student Resources. Students must make every effort to utilize the predetermined remediation exam dates.
4. The OMSC designated staff checks with the course director regarding the examination that will be used for remediation. If necessary, a new exam is created.

5. The OMSC designated staff schedules the launch of the online exam for the appropriate time frame.

6. The Office of Information Technology (OIT) staff oversees preparation of computers in the assigned exam room for in-person exams and provides technical support for in-person or remote exams.

7. After the student takes the exam, the OMSC designated staff informs the course director and the course coordinator of student performance. The course coordinator enters the score into the preliminary grade spreadsheet.

8. When a student achieves a passing score on a remediation exam and the course director approves, the final grade of P is sent to Registrar; the I is removed and is replaced by a P for that course on the official transcript.

B. Procedure for scheduling make-up (re-scheduled after absence) exams for non-clerkship courses

1. When a student has missed an exam due to absence and has communicated with the Associate or an Assistant Dean for Medical Student Affairs about the need to delay or change the date of a summative assessment (as above), the student chooses one of the pre-determined remediation/make-up exam dates listed in the curriculum management software and/or on the OMSC website (Student Resources) and completes the necessary scheduling steps. Students must make every effort to utilize the predetermined remediation/make-up exam dates.

2. The OMSC designated staff schedules the launch of the online exam for the appropriate time frame.

3. OIT staff oversees preparation of the computers in the assigned exam room for in-person exams and provides technical support for in-person and remote exams.

4. After the student takes an online make-up exam, OMSC staff inform the course director and the course coordinator of the student’s performance. The course coordinator enters the score into the preliminary grade spreadsheet.

C. Procedure for scheduling remediation and make-up exams for clerkships, including off-cycle NBME Subject Examinations

1. Students may need to take NBME Subject Examinations on dates other than those administered by the clerkship for different reasons. In some cases, a student has failed the first administration, and needs to retake the examination to remediate the grade for the clerkship in a timely manner. The JHUSOM recognizes that students in this situation might prefer to retake the examination on a day when another clerkship is not administering the Subject Examination in order to optimize performance. At other times, students might request to take the examination on other days for pre-approved personal reasons (exceptional circumstances). Students are responsible for seeking pre-approval for off-cycle exams due to personal reasons, as per Policy Section II.C, “Delaying a Summative Exam.”

2. Students who must remediate a clerkship exam must contact the clerkship director and coordinator to arrange for remediation of an exam.