



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

PRE-CLERKSHIP FINAL WRITTEN EXAMINATION & REMEDIATION POLICY

POLICY: # 319.1A

Supersedes: 1/7/25

Issuing Officer: Dean, College of Medicine
Responsible Office: Office of Medical Education
Effective University Date:
Effective EPCC Date: 5/13/25
Review Date: 5/13/28

I. PURPOSE:

The College of Medicine (COM) Doctor of Medicine (MD) Program's Committee on Medical Student Evaluation and Promotions (MSEP) is responsible for deciding on appropriate action for students earning one or more academic deficiencies. The faculty and MSEP will use a systematic process for dealing with students who do not pass the required components of individual courses.

- 1. Provide an opportunity to support students who were unsuccessful after first attempt to pass course final examination.*
- 2. Provide review of prior examination performance.*
- 3. Provide remediation plan in a timely fashion.*

II. POLICY STATEMENT:

This policy covers institutionally developed, nationally normed examinations, and standardized patients when used for examination purposes for required pre-clerkship courses. 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 MSEP Committee as appropriate. Aggregate results of examinations are reported to the Education Policy and Curriculum Committee (EPCC) and MESP Committee.

III. POLICY:

Construction

Pre-Clerkship course final exams are developed using the National Board of Medical Examiners (NBME) question bank and are composed of 100 items. The content may reflect all the materials covered during the length of the course. Course directors are required to use NBME questions. Students are required to log into NBME to complete the exam.

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 the Office of Student Accessibility 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 not be informed about those students needing academic accommodation to prevent bias in grading and evaluation.*

If faculty determine that questions 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 two hours and 30 minutes.*
- *NBME examinations should follow NBME proctoring rules.*
- *Examinations occur on the Monday following the end 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 two hours and 30 minutes.*
- *Students are not permitted to bring food to 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 area proximate 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.*
- *Students who pass the exam with 70% and the overall course with 70% or higher will continue to the next course.*
- *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.*

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.

Remediation

1. *Students who do not meet the minimal passing criterion of 70% on their first attempt will be notified via email no later than one academic week after the examination date by senior associate dean for medical education (SADME) or designee. No exam scores will be released to students until students who did not meet the minimum passing score have been notified.*
2. *Once a student is notified, a remediation planning date will be set by the Learning Skills Team to create a plan for remediating the failed exam.*
3. *Student will need to schedule a meeting with the course director for review of their performance on the prior unsuccessful attempt.*
4. *Student will be reminded of all resources available to them (tutoring, supplemental instruction, mental health services, accessibility services) by the Learning Skills Team.*
5. *Student will check in with the Learning Skills team a second time the week of the scheduled remediation exam to assess readiness.*
6. *Student will understand that if they are successful in the remediation process, the highest grade they can achieve will be minimal passing criterion.*
7. *The postponed pre-clerkship examination must be taken on Friday afternoon of the second week of the next course. Students seeking an alternative date for an examination must make a written request to the course director and the SADME. Permission to reschedule an examination is only granted for exceptional circumstances.*
8. *Any requests to the SADME to reschedule a student's examination date will be recorded by the director of OME. If more than two examinations are postponed, documentation of the delays will be provided to the MSEP Committee for discussion.*
9. *It is the student's responsibility to adhere to the Remediation Flowchart.*
10. *The contribution of the postponed examination to the final course grade will be adjusted.*
11. *In the event of unforeseen circumstances (e.g., campus closure), OME in coordination with course leadership will reschedule affected examinations.*
12. *Any student who fails or misses the final exam will have the opportunity to retake the examination the Friday of the second week of the next course.*

Post Remediation Examination

- **Total Fail Count** *refers to the total number of course failures that occur within an academic year.*
- **Active Fail Count** *refers to the number of course failures minus those courses that have been successfully remediated during an academic year.*
- **Total Remediation Count** *refers to the total number of remediations that occur within an academic year.*

- **Active Remediation Count** refers to the number of course remediations minus those clerkships that have been successfully remediated during an academic year.

Course Exam Remediation

Students who fail the first exam, will be given 2 additional attempts to reach a passing score. The course grade will be recorded as “Incomplete” after the first failed attempt of the exam.

First Retake Attempt:

The first retake attempt will occur on second Friday of the next course, or the end of the current academic year.

1. The student reaches a passing score on the second attempt (first retake attempt)
 - The final grade will be recorded as passing.
 - The student continues to the next course.
 - Total Fail Count stays at 1, Active Fail Count goes to 0, Total Remediation Count stays at 1.

or

2. Student does not reach a passing score after the second attempt (first retake attempt):
 - The course grade will be recorded as “Remediation.”
 - The student will continue in curriculum.
 - Total Fail Count stays at 1, Active Fail Count stays at 1, Total Remediation Count is 1.
 - Student will have a third attempt to pass the exam (second retake attempt) at the end of the current academic year.
 - The student will be referred to the MSEP Committee for consideration of a change in status to **Academic Warning**.

Second Retake Attempt:

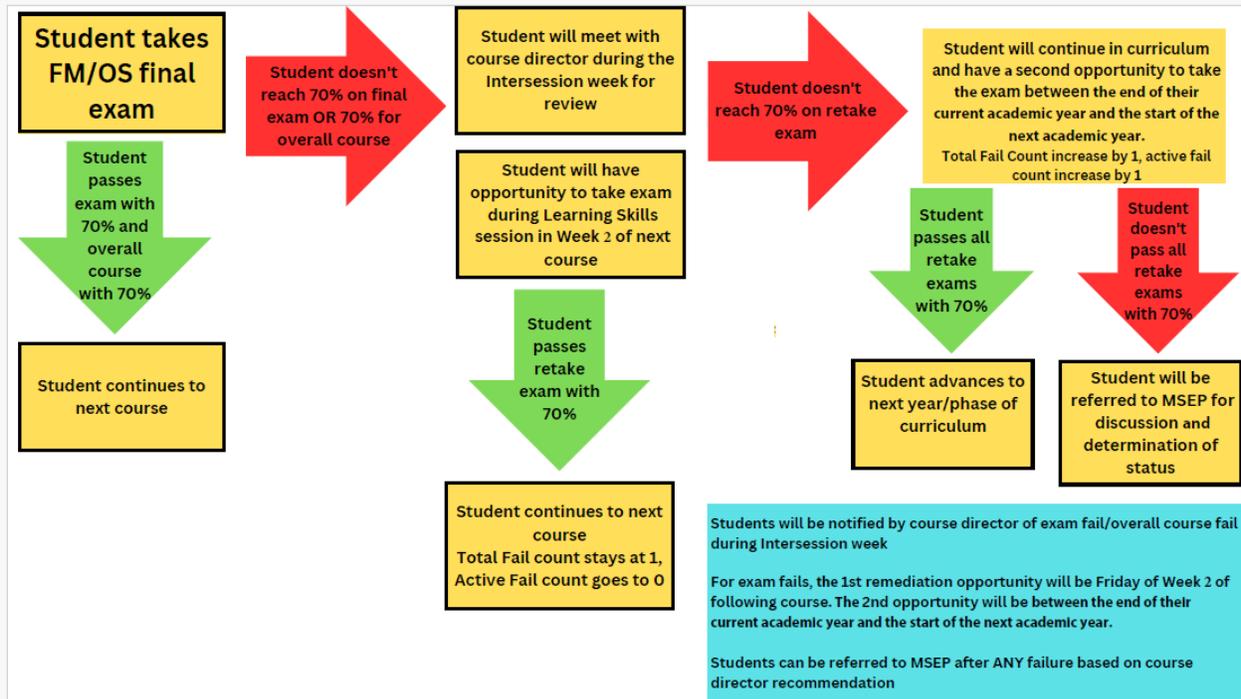
After a failed first retake attempt, a student will have a second opportunity to retake the exam (i.e., third attempt of same exam) to reach the passing threshold.

1. The student reaches a passing score on the third attempt (second retake attempt)
 - The final grade will be recorded as passing.
 - The student continues to the next course.
 - Total Fail Count stays at 1, and Active Fail Count goes to 0, Total Remediation Count stays at 1.

or

2. If a student fails the second remediation attempt (same exam),
 - Total fail count stays at 1. Active Fail stays at 1, Total Remediation Count stays at 1, Active Remediation Count stay at 1.
 - The final grade is recorded as fail.
 - The student will be referred to the MSEP Committee for consideration of a change in status to **Probation**.

- o *MSEP will determine if the student has a third remediation attempt of the same exam or repeat the course or year.*



IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures. Students are responsible for being aware of the CDU Student Code of Conduct 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.

V. DEFINITIONS:

- *Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.*
- *Course Directors function under the authority of the COM EPCC and the dean and are a key component of the management of the educational program leading to the MD degree.*
- *FM – Fundamentals of Medicine*
- *OS – Organ Systems*

VI. RELATED POLICIES:

- *CDU COM Policy 320.3c Committee on Medical Student Evaluation and Promotion (MSEP) Policy*
- *CDU COM Policy 320.3b Academic Status: Deficiencies, Remediation, Academic Warning, Probation, Dismissal, and Appeal Policy*

- *CDU COM Policy 321.6 Grade Appeal Policy*
- *CDU COM Policy 322.4 Pre-Clerkship Attendance and Absence Policy*
- *CDU Policy 402 Student Code of Conduct*

VII. RELATED LINKS:

LCME Standards, Publications, & Notification [Forms](#)

VIII. POLICY HISTORY:

Review Dates:	Change Description:
09/12/23	New policy. Approved by the EPCC.
12/03/24	Policy updated to include remediation procedures and change the postponed pre-clerkship examination retake to the second week of the next course instead of the first week. Policy reviewed by the Committee on Medical Student Evaluation and Promotions (12/2/24) and the Pre-clerkship Phase Subcommittee (10/9/24). Policy approved by the Educational Policy and Curriculum Committee on 12/3/24.
01/07/25	Text from the “Post Remediation Examination” section of the policy and the remediation flow chart were updated per recommendations from the MSEP committee. Approved by EPCC on 1/7/25.
05/13/25	Policy updated to clarify the first and second retake attempts and define 1) total fail count, 2) active fail count, 3) total remediation count, 4) active remediation count. Policy reviewed by the Pre-clerkship Phase Subcommittee on 4/28/25. Policy reviewed and approved by the EPCC on 5/13/25.