

Policy: Coordination of Exam Schedule across Courses

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2009	May 23, 2025	<ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee

POLICY STATEMENT

The exam schedule of concurrent courses is monitored to minimize conflicts among courses, prevent excessive workload, and ensure fair distribution of major assessments across Academic Years 1 and 2.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curriculum management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
 Course Coordinators
 Associate Director for Academic Support Services
 Assistant Dean for Foundational Education
 Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2009

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): May 23, 2025

Comments on Revision (*if applicable*):

Procedure: Coordination of Exam Schedule across Courses

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2009	May 23, 2025	<ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee

PROCEDURE STATEMENT

- A. Prior to each academic year, the Associate Director for Academic Support Services prepares an annual forecast of the exam schedule based on the prior year's actual schedule. The forecast schedule is included in the annual report to Course and Unit Directors.
 - Final exam dates are fixed.
- B. On a monthly basis, as syllabi are reviewed, the Assistant Dean for Foundational Education and the Associate Director for Academic Support Services review the proposed exam schedule for concurrent courses to ensure that there are no conflicts among courses. Conflicts are resolved by contacting the respective Unit and Course Director and providing alternative dates. Efforts are made to avoid the following:
 - Two major assessments (accounting for more than 10% of the grade) in the same week.
 - Assignments during an exam week (exception are readiness quizzes related to an active learning session to test preparation).

- Class in the afternoon prior to an exam date.
- C. The Associate Director for Academic Support Services emails the updated schedule to all Course and Unit Directors, coordinators and students.
 - Updates are emailed every 2 months
- D. The Foundational Education Subcommittee reviews updates in schedule as part of workload review, and during the annual review.