

**Policy: Course Exam Schedules**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE</b>
October 2017	June 2025	<ul style="list-style-type: none"> <li>• Curriculum Committee <ul style="list-style-type: none"> <li>○ Foundational Education Subcommittee</li> </ul> </li> </ul>

**POLICY STATEMENT**

The Office of Medical Education monitors exam schedules within a course to ensure assessments are fair and timely and workload expectations are maintained.

**SCOPE**

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

**REASON FOR POLICY**

To support curricular management and ensure fair and timely assessments.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>

**RESPONSIBLE PARTIES**

Course Directors (for courses) or Unit Directors (for units)  
Course coordinators  
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:** October 2017

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

**Revision Dates** (*updates made to document*): June 2025

**Comments on Revision** (*if applicable*):

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#### PROCEDURE STATEMENT

- A. The course director (CD) for longitudinal courses or the unit director (UD) for units assigns the exam schedule during the course or unit, following these procedures:
- Final exams are scheduled for the last day of the course. This date is provided to CD by the Office of Medical Education report.
  - CDs and UD's must work together with the Assistant Dean for Foundational Education to coordinate exams across concurrent courses.
    - Whenever possible, assignment should not be scheduled the week of a final or midterm exam for another course.
  - Midterm exams may be scheduled on Friday or Monday.
  - Exams accounting for more than 10% of the grade should not be scheduled more frequently than every other week.



- Quizzes that account for less than 10 percent of the final course grade can be scheduled weekly.
  - New material presented within 24h must not be included in an assessment that accounts for more than 10% of the final grade.
    - For exams occurring on Fridays, new material cannot be presented on Thursday.
      - The following may be scheduled for Thursday: review sessions, large group CBL (not mandatory). However, the recommendation is to assign Thursday as a "Study Day".
    - New content presented on Friday may be tested on Monday.
- B. CDs and UD's are expected to follow this policy during the development of the syllabus. Compliance with this policy is reviewed during the syllabus review process by the Assistant Dean for Foundational Education, and by The Foundational Education Subcommittee during workload review.