

**Policy: Final Exams**

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

Final exams must be cumulative and account for at least 40 percent of the final grade for courses and units longer than 3 weeks, and 70-85% for units lasting 3 weeks or less.

**SCOPE**

This policy applies to all Academic Year 1 and 2 courses except for courses in the Medicine and Society Strand and the Professional Development Strand.

**REASON FOR POLICY**

To support curricular management.

DEFINITIONS	
TERM	DEFINITIONS

**RESPONSIBLE PARTIES**

Course Directors (for courses) or Unit Directors (for units)  
Course Coordinators  
Assistant Dean for Foundational Education  
Foundational Education Subcommittee  
Assessment 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*):

### Procedure: Final Exams

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#### PROCEDURE STATEMENT

- A. All courses counting towards the GPA should have a final exam.
  - Final exams are cumulative.
  - The course director (CD) for longitudinal courses and unit director (UD) for units is responsible for determining the type of exam, finalizing exams, mapping/tagging exams, submitting exams for review, and addressing all recommendations.
- B. Types of final exams:
  - Multiple-choice question (MCQ) exams may be selected from the National Board of Medical Examiners (NBME) or be internally developed by the course faculty.
  - All courses from the Human Biology and Disease strand must include at least one other non MCQ exam, i.e., a critical thinking exam (CTE) for foundation courses, and diagnostic reasoning exam (DXR) for organ system courses.
  - Clinical skill courses must include an Objective Structured Clinical Examination (OSCE).

- C. Weight distribution for final exams:
- During the syllabus review process, the Assistant Dean for Foundational Education ensures that the weight of final exams should be more than 40% of the final grade for units/courses longer than 3 weeks, and 70-85% for units 3 weeks or less.
- D. Compliance with this policy is reviewed during the syllabus review process by the Foundational Education Subcommittee. The Assessment Subcommittee also reviews weight distribution and may provide recommendations to CDs and UD.