

Shelf Exam Retake Policy and Guidelines

This policy applies to students taking the Shelf Exam due to:

- Shelf failure
- Excused missed test (illness, death in family, religious observance, other emergency)

Options for shelf retakes are as follows:

- During the Shelf Retake Day in July (students will not be charged for the exam)
- During elective or vacation time; Monday through Friday only (students must pay for the exam)
- Exceptions to this rule are made only under approval of a student's advisor/Student Affairs and clerkship director

Guidelines for shelf retakes:

Shelf failures:

- Students who fail a Shelf Exam must meet with their Faculty Advisor and Clerkship Director to determine when they will retake the exam
- Deadline for shelf retakes for the academic year is the retake day which occurs in July during the Board Review course
- Student Affairs will coordinate with Jennifer Reyes (jennifer.reyes@mssm.edu) to help arrange for a shelf retake. The following information is needed to make the arrangements:
 - Original test date
 - Timeframe for shelf retake
 - Who is paying for exam (e.g., student, Med Ed, etc.)

Excused absences:

- If a student anticipates that they will miss a Shelf Exam due to illness, death in family, religious observance or other emergency, they must notify the Clerkship Director and medstudentabsence@mssm.edu. Jennifer Reyes will coordinate the shelf retake based on the 3 options above and will inform the student.

Unexcused absences:

- If you are unable to make up a missed exam on Shelf retake day in July 2018, you will be charged to cost of the exam. Please check the NBME website for current cost information.
- A check in the amount of the exam and additional fees (if applicable) is to be made out to the *Icahn School of Medicine at Mount Sinai* and submitted to Jennifer Reyes prior to taking the exam.