

Missed Exam Policy for Years 1 and 2

In Years 1 and 2, the ability to take a test (examination or quiz) online and in a window of time over several days provides students with flexibility about when and where they take the test. Given this flexibility, there are only a few instances when permission to take a test outside the test window may be granted by the Course Director(s) and the Office for Student Affairs. Students may request permission to take a test outside of the test window for illness or a personal emergency.

A student must request such permission from the Course Director(s) and medstudentabsence@mssm.edu prior to the test closing time. Should the need for permission arise suddenly and when the student cannot hear from the Course Director or the Office for Student Affairs in a timely manner (i.e., on the weekend when the exam window is open) the student may assume the request is granted. If the request is because of illness, the student must provide a physician's note to that effect. If the request is granted, the Course Director will give the student a specified time to take the test.