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-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
  - If rush scoring is required (fee will be charged to either the student or the Department of Medical Education)
  - Who is paying for exam: student, Med Ed, etc.

**Excused absences:**

- If a student anticipates that they will be 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.

**Fees for shelf exams retakes are as follows:**

- Shelf exam: $41 (as of July 1, 2015)
- Expedited fee: $150 (if order placed less than 21 business days of the exam date). If not, it will incur this expedited fee. A shelf exam that is returned without being used, for example, a student who requests to retake a shelf and then is unable to do so on the specified date, will incur a $150 from the NBME for which the student would be responsible
- Rush scoring: $100 (must be requested at time of ordering exam)
- A check in the amount of the exam and additional fees (if applicable) is to be made out to Icahn School of Medicine at Mount Sinai and submitted to Jennifer Reyes prior to taking the exam.