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 the 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.