

Clerkship exam schedule guideline

MS3/4 Required clerkships

Goal: Standardize the final exam schedule for third and fourth year required clerkships to provide students and staff with consistency across clerkships, adequate travel time to the exam site (if needed) and to the following clerkship.

Background: Required clerkship exam scheduling has grown in complexity with the increase in the number of training sites, number of clerkships using the NBME subject exam, regional test site scheduling and exam proctor guidelines. The following guidelines are established to support student safety while traveling between training sites and maximize the use and scheduling of regional testing centers and proctor support services.

All required clerkships – Remote Proctoring

Exam Week	Student Activity
<i>Thursday</i>	Students released by 6 PM
<i>Friday</i>	Exam day: Exam will be scheduled in morning
<i>Saturday-Sunday</i>	Move/travel to following clerkship

All required clerkships – In-Person Exams

Students taking the exam in the same city or within one hour of clerkship site

Exam Week	Student Activity
<i>Thursday</i>	Students released by 6 PM
<i>Friday</i>	Exam day: Exam may be scheduled in morning or afternoon
<i>Saturday-Sunday</i>	Move/travel to following clerkship

Students traveling more than one hour to exam site

Exam Week	Student Activity
<i>Thursday</i>	Students released by 12 PM to move/travel to exam site
<i>Friday</i>	Exam day: Exam may be scheduled in morning or afternoon
<i>Saturday-Sunday</i>	Move/travel to following clerkship

Approved School of Medicine Patient Care Committee, February 8, 2021.

Approved School of Medicine Patient Care Committee, May 15, 2020.

Approved School of Medicine Patient Care Committee, March 20, 2017.