

Guidelines for Rescheduling Examinations

The re-scheduling should adhere to the following guidelines as much as possible:

Saturdays, Sundays, or public holidays are no longer absolute exclusion days with regard to rescheduling examinations.

All course examinations have to be rescheduled within the term of the original examination, and no later than the day of the last scheduled completion examination, as published in the official Academic Class Schedule.

Practical Course Examinations, such as OSPEs and OSCEs should be scheduled during the term and prior to the last examination.

In case the last course examination in a term has to be re-scheduled, this should be done between the original date of the final examination and the last Completion Examination, as outlined in the official Academic Class Schedule.

A re-scheduled written examination is only offered as a whole and there is no re-scheduling of individual examination blocks.

The publication of the re-scheduled examination dates and times and the revised examination announcement are usually done via email or through the electronic course management system. There is no requirement for publication of the re-scheduled examination through a revised Academic Class Schedule. The Scheduling Officer of the University in the Provost's office responsible for SOM examinations ensures the proper entry of the venue bookings through the University scheduling system (currently 25live).