UT Health San Antonio
Joe R. & Teresa Lozano Long School of Medicine

Undergraduate Medical Education (UME) Policy

| **Title: Administration of Make-Up and Remediation NBME Subject Examinations** | | | |
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| *Origination Date: 12/19/2025* | *Revision History:* | *Last amended/reaffirmed: 12/19/2025* | *Review frequency: 4 years* |
| Purpose: | To establish the authority responsible for and outline the manner in which National Board of Medical Examiners (NBME) subject examinations designated as make-up or remediation assessments are scheduled and administered. The policy ensures that such examinations are conducted in a consistent, fair, and standardized manner | | |
| Definitions: | **National Board of Medical Examiners (NBME) Subject Examination** – externally developed examinations used by clerkships to assess students' clinical knowledge. The Clerkship Grade Composition Policy specifies the manner in which these examinations contribute to the final grade.<br><br>**Off-Cycle Examinations** – NBME Subject Examinations administered as make-up or remediation examinations.<br><br>**Regularly Scheduled Examination** – NBME Subject Examinations administered at the conclusion of the respective clerkship.<br><br>**Academic Year** – typically refers to the period of a year, usually starting July 1st and concluding June 30th of the following year. There may be slight variations based on student's year (1-4) in the Doctor of Medicine (M.D.) degree program.<br><br>**Student Progression and Promotion Committee (SPPC)** – the standing committee of the Long School of Medicine (LSOM) charged with review of the academic progress and professional development of each student during all components of the medical education program leading to the M.D. degree. | | |
| Policy: | In accordance with the Clerkship Grade Composition Policy, students who fail to achieve at or above the designated passing score on the NBME Subject Examination are eligible to complete the clerkship by repeat NBME Subject Examination.<br><br>Students who have been approved for an excused absence or leave of absence during a regularly scheduled NBME subject examination are required to complete a make-up NBME Subject Examination in order for a final grade to be calculated.<br><br>The Office for Undergraduate Medical Education (OUME) is responsible for the scheduling and administration of off-cycle examinations through the Office of Student Affairs (OSA). The OSA is responsible for establishing examination dates, scheduling parameters, and testing conditions for all off-cycle examinations that it administers.<br><br>Students who have completed all clerkship clinical coursework in all clerkships may take an off-cycle examination on a regularly scheduled NBME Subject Examination date.<br><br>Students who have not completed all clerkship clinical coursework in all clerkships are not eligible to take off-cycle examinations on regularly scheduled NBME Subject Examination dates, unless they have registered for senior-level medical student coursework and they have received approval from the associate dean for student affairs (or designee).<br><br>Students who miss an off-cycle examination with an unexcused absence will receive a grade of zero (0) for the examination. | | |
| Process: | • Names of students requiring off-cycle examinations will be communicated to the Office of Student Affairs (OSA) as they are identified at the conclusion of each clerkship.<br><br>• Off-cycle examination dates will be communicated to students at the time they are notified of the requirement to sit for an off-cycle examination.<br><br>• The OSA will offer opportunities to students to complete an off-cycle examination:<br>  o Once during the winter academic break;<br>  o Once a week during the summer academic break; and<br>  o Once each week during July of the academic year following the student's conclusion of clerkship clinical coursework. | | |

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| | • The deadline for a student to register for an off-cycle examination is no later than two (2) weeks prior to the scheduled examination date.<br>• The deadline for a student to cancel a previously scheduled date for an off-cycle examination testing is no later than two (2) weeks prior to the registered examination date.<br>• If a student needs to cancel their registration for an off-cycle examination within two weeks of the registered date, the student must submit a leave request in accordance with the Short-Term Absence Policy.<br>• Students must arrive within thirty (30) minutes of the scheduled start time for the off-cycle examination. Students arriving later than this will be required to submit a leave request in accordance with the Short-Term Absence Policy<br>• If a student's leave request for an off-cycle examination is denied, the absence will be deemed unexcused. |

*Approval Body: Long School of Medicine Office for Undergraduate Medical Education Executive Leadership*

**CERTIFIED BY:**

Joshua Hanson

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***Policy Custodian*** ***Date***

*Name: Joshua Hanson, MD*
*Title: Associate Dean for Student Affairs*

**ACCEPTED AND AGREED TO:**

Deborah Conway

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***Responsible Officer*** ***Date***

*Name: Deborah Conway, MD*
*Title: Vice Dean for Undergraduate Medical Education*

Robert Hromas

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***Responsible Executive*** ***Date***

*Name: Robert Hromas, MD, FACP*
*Title: Dean, Long School of Medicine*

***Related policies, regulations, and accreditation elements:***

- *LCME Element 9.9 Student Advancement and Appeal Process*
- *LCME Element 10.3 Policies Regarding Student Selection/Progress and their Dissemination*
- Impact of Course Failure on Academic Progression
- Graduation Requirements for the Doctor of Medicine (M.D.) Degree
- Short Term Absence Policy
- Clerkship Grade Policy