

MB ChB Programme - Examinations and Assessments Policy for Students with a Temporary Injury or an Illness That May be Contagious to Others

Who is this policy for?

This policy relates to students who during an assessment period are suffering from any of the following conditions:

- a temporary injury which limits mobility or the capability of manipulation;
- those who could be contagious to others and should not be in a clinical or examination setting due to illness;
- those with an injury involving a break in the skin which may expose them or others to risk of infection;
- any other injury or illness which could be detrimental to the health of patients in a clinical or examination setting.

Note: An injury or illness which lasts for less than one year is classed as a temporary injury or illness. If the injury/illness is expected to last for longer than one year, you must notify the University Occupational Health Department and register with the University Disability Advisory and Support Service (DASS) for assessment, support and consideration of reasonable adjustments in examinations.

I do not think I am fit to attend the assessment. What should I do?

If you do not think that you are fit to attend an assessment, you should [speak to SPS](#) in Stopford or at your Clinical Education Campus as soon as possible.

In addition, you **must** submit a **Notification of Mitigating Circumstances Form**. Details of how to do this are on OneMedInfo. Simply type “mitigating” into the search box to find the relevant guidance and a link to the form. Do not delay in doing this, as deadlines must be met.

If your mitigating circumstances are accepted, you will then be able to take the assessment at the next opportunity without the missed assessment counting as an attempt. If your mitigating circumstances are not accepted, the missed assessment will count as a fail, therefore it is important that you take advice from SPS **and submit appropriate evidence** (such as a note from your GP stating that you are not fit) with your mitigating circumstances form.

You should also read the [MB ChB regulations on Mitigating Circumstances](#)

I think I might be fit to attend despite my illness or injury. What should I do?

If you have a temporary injury or an illness but you think that you are fit to attend your assessment, you should make contact with the Assessments Office as soon as possible, to allow them to consider your situation. The Assessments team can be contacted at medical.exams@manchester.ac.uk

If you supply a note from your GP confirming that you are fit to attend, and (if applicable) are not contagious, the programme Assessment team will determine whether additional arrangements are needed and can be put in place.

Basic Principles

The School of Medical Sciences Assessment Office is responsible for considering whether you will be allowed to sit an assessment if you have either a temporary injury or an illness that may be contagious to others. Decisions will take into account the health and safety of you as an individual and of other students, patients and staff. In making their decision, the Assessment team will consider whether additional arrangements can be put in place to enable you to sit the examination

Students will be dealt with on a case by case basis, based on the following basic principles:

- If you have a contagious illness that might be passed to others in the examination setting you will not be allowed to sit any examination;
- For a CCA, you must be able to move safely from station to station and perform all the physical skills required;
- Where assessments are carried out within the NHS, the Assessment team may be required to comply with advice from Occupational Health / Infection Control within the relevant Trust.
- By attending an assessment, even with additional arrangements in place, you are declaring that you are 'fit to sit the exam'; and that you are aware of, and accept, any limitations the injury or illness may have on your performance (even with additional arrangements). You should therefore consider the limitations a temporary injury or illness may have on your performance very carefully as by attending, you cannot also submit mitigation for issues that arise on the day
(Note: if you are fit to sit and attend the exam, you can permitted to submit mitigating circumstances for any impact the temporary injury/ illness had on your preparation for the assessment concerned.

Be aware that considering your particular problems and putting into place additional arrangements takes time. The earlier you make contact with the Assessments team the more likely it is that they will be able to help you. If you leave contact until the last minute it may not be possible to put additional arrangements into place and you may not be allowed to sit the assessment.

What additional arrangements might be put in place to support me?

If it is felt that additional arrangements are appropriate, the following are examples of support that can be put in place as a temporary measure:

- For written examinations, depending on the nature of the temporary injury illness, the programme Assessment team may organise (where possible) a separate room, additional time and/or a scribe as appropriate after taking advice from the University Disability Advisory and Support Service (DASS).
- For a temporary injury in CCAs, the exam site may be able to provide a helper to provide basic assistance such as opening curtains and doors, or holding crutches.

What would happen if I attended the assessment when contagious or injured without seeking advice?

If you have a temporary injury or illness which is contagious to others but have not notified the Assessment Office, you may not be permitted to sit a CCA or examination if you attempt to attend. You will be referred to the mitigating circumstances process (on [1MedInfo](#)).

Any questions regarding this policy should be directed to the SMS Assessments Team on medical.exams@manchester.ac.uk

Document control box	
Policy/procedure title	MB ChB Programme - Examinations and Assessments Policy for Students with a Temporary Injury or an Illness That May be Contagious to Others
Date approved	01/05/2019
Approving body	MB ChB Programme Committee
Implementation date	August 2019
Version	V2.0
Supersedes	V1.0
Previous review dates	2015, 2019, 2020, 2021
Next review date	May 2023
Policy owner	Harish Thampy, Academic Lead for Assessments