

EXAMINATION POLICIES

Schedule of Quizzes and Examinations

ALL STUDENTS ARE RESPONSIBLE FOR KNOWING THE SCHEDULE OF QUIZ AND EXAMINATION DATES.

Examinations are generally scheduled and will be administered, for 1st and 2nd year courses, within a defined Examination Period. There are exceptions to this, for instance, if a course ends early in a Block, a final examination may be scheduled close to when that course is completed. The Examination Period is published in the School of Medicine Academic Calendar. Students are expected to be available for examinations at any time within this specified examination period. Students are responsible for knowing the quiz schedule and adhering to the same policies and guidelines as examinations.

Reporting to Examinations

All students need to arrive on time and be prepared to start the exam at the published start time. Students who do not arrive on time may be disallowed by the Instructor of Record or the Associate Dean of Student Affairs and Graduate Medical Education from taking the examination. Any student arriving late for an examination must *first* report to their Exam Manager.

Rescheduling Examinations

You may request a postponement or rescheduling of an examination under certain extenuating circumstances.

- **To reschedule taking an examination, you must obtain the permission of the Associate Dean of Student Affairs and Graduate Medical Education and the IOR.**
- **The reason for rescheduling an exam must be substantive.** The postponement of an examination is **not** for the purpose of allowing students additional time to prepare for an exam. As examples, delay due to a lack of arrangement of transportation or oversleeping is not substantive reasons. Acceptable extenuating circumstances, with proper documentation, may include a serious, personal health issue, a family emergency, jury duty, or military service.
- **Illness:** If you have been sick for several days, or fall ill on the day of the exam, your Exam Manager should be notified immediately. A doctor's note WILL be required.

- **Medical training opportunities requiring travel and time away from school.** Students who wish to attend training or conferences outside of the school curriculum need to first meet with the Associate Dean of Student Affairs and Graduate Medical Education to review the parameters of the training and they will together determine if the training is relevant and in the student's best interest.
 - **Academic Standing.** The student's academic standing will be considered when reviewing requests for travel and time away from school.
 - **This request must be timely.** If you are aware of a potential conflict, it is your responsibility to inform the Associate Dean of Student Affairs and Graduate Medical Education as early as possible

To request a change in exam time, a student should contact the OCS exam manager, explain his/her situation and request permission to reschedule the examination. The OCS exam manager will promptly notify the Associate Dean of Student Affairs and Graduate Medical Education and the IOR for approval. If approved, OCS will arrange with the student the exact time, date and location of the exam.

Unless these conditions have been met, students will be expected to take their examination at the scheduled time.

We would like to stress that if you have family or personal issues of a magnitude severe enough to significantly disrupt your ability to study during the block; it is your responsibility to inform the Associate Dean of Student Affairs and Graduate Medical Education in a timely manner.

Test Taking Conditions

Students must follow exam staff instructions throughout the exam period. If an exam has assigned seating, this must be followed by the students. Backpacks, purses and other bags are placed off to the side and away from the exam seating area. Cell phones and all other electronics must be turned off and placed in a backpack or bag. Noise cancelling earphones and earplugs are allowed.

Students are permitted to leave the examination rooms briefly (10 minutes or less) for personal reasons except as prohibited for NBME examinations. The student is expected to remain within the vicinity of the examination. Students are allowed to bring and consume light refreshments in the examination area. Even in lengthy examination periods, students will not be permitted an extended absence from the examination area.

There is no talking during the entire exam period.

Re-examinations

Students who receive a failing grade after all examinations in a course have been completed will be given the opportunity for a re-examination, according to the SOM Bylaws. Whenever possible, the reexamination will be given no later than the fifth day of the next Block. However, when a Block is followed by an extended break of time before the next Block occurs, the reexamination may be scheduled during the break and prior to the start of the next Block.

It is the responsibility of the student to know their final course grade and to be available for a re-examination on the scheduled date and time.

The Honor Code

Examinations in the School of Medicine are conducted under the honor code. Students should recognize that the honor code has two components: 1) the student will not cheat, and 2) the student will not condone the cheating by others, and will report such conduct if observed. Under the honor code, the duty of proctoring has been transferred to the other members of the class. When only a single student is taking the examination, proctoring by faculty or staff is appropriate.

When students take an examination at an alternate time from other students, it is important that the honor code be strictly applied. A student taking an examination at other than the regular time *has the obligation* not to place themselves in a position where the examination is being discussed. It is inappropriate to discuss any aspect of the examination with any students who have not taken the exam. This includes comments on content, difficulty of the examination, etc.