Examination Administration Guidelines

1. Student Personal Belongings
   • Backpacks, etc. are permitted in the classroom and are to remain closed and undisturbed during the exam administration.
   • Students may utilize only identified exam materials during an exam administration. Exam materials include exams, scan sheets, query forms, pencils and calculators when permitted.
   • Watches with alarms and cell phones are to be turned off. Cell phone use is not permitted in the exam room. Pagers should be turned off or alternatively placed on vibrate mode if necessary. Recording/filming devices, radios, hats and caps with brims are not permitted in the exam room. Personal digital assistants (PDAs) should be stored out of sight.

2. Exam Time Period
   • The designated exam time begins on the hour and ends at 50 minutes past the hour. This time frame includes exam distribution, proctor announcements and scan sheet completion. Students must be seated and quiet for the exam distribution to begin.

3. Exam Materials Distribution
   • Students shall collect an answer sheet, query forms, and pencils from a central location prior to the start of the exam.
   • The proctor(s) shall distribute the exam material to each row of seated students.

4. Admitting Late Examinees
   • A 15-minute grace period shall be observed after the start of an exam.
   • A student arriving later than 15 minutes after the start of an exam shall be documented as Alate.@
     Additional testing time is not added to the testing session for a student who is late.
   • A student arriving Alate@ for a second time will be permitted to sit for the exam and will be required to meet with the Associate Dean for Student Affairs.
   • A student arriving late for a third time will be permitted to sit for the exam and will be referred to meet with the Student Progress Board.
   • Late arrival documentations are cumulative throughout the first and second year medical curriculum and will be recorded by Teaching Services Office.

5. Examinees Personal Breaks
   • A maximum of four students may leave the exam for a personal break at any given time.
   • Personal breaks are not to exceed five minutes duration and are generally restricted to use of the restroom.
     $ A student taking a personal break must deposit their exam and answer sheet, face down, at a location at the front of the classroom visible to all taking the exam.

6. Exam Queries
   • The proctor will not answer any questions regarding interpretation of exam content.
   • If there is a concern about the intent of an exam item, students should complete a query form.
   • Queries are only accepted during the examination period and must be completed within the allocated exam period.

7. Collecting Test Materials at the End of the Session
   • The proctor will announce 30-minute, 10-minute and end-of-exam announcements.
• Each student shall individually return their exam, scan sheet, query forms and pencils to the central location in the classroom.
• Exams are not permitted to leave the classroom.

8. **School of Medicine Public Domain Policy:**
The following School of Medicine policy pertains to all required courses for the M.D. Degree.

The content of an examination is confidential and distribution of the content in the public domain is prohibited when the examination bears the School of Medicine Public Domain Advisory. In this circumstance the reproduction or transcription of the content of the examination by any means is unauthorized. Possession and distribution of the examination or the content of this examination outside of the classroom setting or of the supervision of the course director or his/her designee is prohibited. Individuals possessing or distributing exams or exam content that is not authorized to the public domain will be subject to academic disciplinary action for failure to meet professional standards.

The following examinations are not authorized for distribution in the public domain.
- Gross Anatomy, Imaging and Embryology
- PCM 1,2,3,4,5,6
- Cell Structure and Function final examination
- Systems Process & Homeostasis
- Biological Basis of Disease
- Circulation
- Metabolism
- Neurosciences & Behavior
- Pathophysiology of Blood
- Human Growth and Development
- Medicine I and II
- Psychiatry
- Surgery I and II
- Child Health I and II
- Obstetrics & Gynecology
- Family Medicine
- Neurology