

MS-1 EXAMINATION POLICY

Examination Requirements

1. Students are required to take examinations at the time and date indicated in the course schedule.
 - a. Examinations will begin promptly at a time designated in the course schedule. Students should arrive 15 minutes early and be ready to begin at that time unless instructed otherwise.
 - b. Students arriving late for an examination will not be granted extra time to allow for their tardiness.

2. Only under the following circumstances will students be permitted to take the examinations at a time other than that designated in the course schedule.
 - a. Death or serious illness in the immediate family, childbirth, illness requiring hospitalization, illness serious enough to warrant a written dispensation from a physician.
 - b. Traffic tie-ups, automobile accidents or other situations of comparable gravity. These circumstances will be handled on an individual basis by the MS-1 Exam Coordinator and may require written documentation.
 - c. Medical, business or other appointments excused in advance by the MS-1 Exam Coordinator. However, students should make every effort to schedule such appointments at times that do not conflict with examinations.
 - d. Other circumstances will be considered on a case-by-case basis by the MS-1 Exam Coordinator.

3. In all cases, the approval of the absence must be confirmed by the MS-1 Exam Coordinator. The Coordinator will contact the course directors to inform them of the absence.

4. Unacceptable circumstances include minor illnesses, oversleeping, not feeling prepared for the examination, test anxiety, non-emergency travel plans including reservations.

5. Students who cannot take an exam during the regularly scheduled time because of professionally related travel must make arrangements for the examination with the

MS-1 Exam Coordinator at least one week prior to the regularly scheduled examination time. Failure to provide adequate notice may result in an unexcused absence.

6. If students are granted an excused absence and miss a scheduled examination, a make-up examination must be rescheduled and taken within 72 hours of the original date. Arrangements for the make-up examination will be handled by the Office of Medical Education. The directors of lab courses are responsible for the scheduling and arranging of make-ups of lab practical exams.
7. Students who have met the requirement for reasonable accommodations for testing purposes must be confirmed by the Office of Student Affairs.
8. The authority to grant or deny a request made in advance for delay in taking a scheduled examination resides with the MS-1 Exam Coordinator. If a request is denied and the student does not take the scheduled examination, the absence is recorded as “unexcused” and a score of “zero” (0) is recorded for that particular examination.
9. Students may not leave during the examination except to go to the restroom. When a student leaves, his/her papers must remain on the desk and the student must sign out and back in. Only one student may leave the room at a time. No additional time will be added to the examination period to compensate for restroom breaks.
10. Students are not permitted to ask questions during an examination (unless otherwise instructed). Absolutely no talking or distracting behavior will be permitted.
11. The following items are not permitted in the seating area of the testing room unless otherwise instructed:
 - Personal Digital Assistants (e.g. palm pilots)
 - Watches with alarms, computer or memory capability
 - Paging devices and cellular telephones
 - Calculators
 - Recording/filming devices
 - Radios
 - Reference materials (books, notes, papers)
 - Briefcases, coats or brimmed hats
 - Food that is noisy to consume or open or is overly fragrant

12. After completion of the examination, students will refrain from discussing the content of the exam with students who have not completed the test. Any effort to communicate information to other students who have not completed the exam will be considered academic dishonesty and will be referred to the Office of Academic Affairs.

13. Other types of examinations (such as National Boards, laboratory, or Clinical Skills) may require students to follow specific procedures and rules in accordance with that examination's stated policy.

Examination Review

1. Students are given the opportunity to review their examinations at scheduled Exam Review Sessions. These are scheduled shortly after each examination and provide students with the chance to ask faculty questions regarding material covered in the examination. Students will be able to review their exams only during the scheduled Exam Review Sessions.

2. Examination questions cannot be recorded in any form.

3. Examination questions cannot be challenged after 48 hours following completion of the Exam Review Session.

Appeals Process

Appeals made for any action taken regarding the implementation of this policy shall be made in accordance with Section 10 of the Policy Regarding Academic and Professionalism Standards, Leaves and Appeals.

*Approved by the MS-1 subcommittee 4/2/10.
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