

MS2 EXAMINATION POLICY

Examination Requirements

1. Students are required to take examinations at the time and date as scheduled.
 - a. Examinations will begin promptly at 9AM. Please 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.
 - c. Only under truly **exceptional** circumstances will students be permitted to take examinations at a time other than the regularly scheduled examination period.
 - Exceptional circumstances include, but are not limited to: death or serious illness in the **immediate** family, child birth, illness requiring hospitalization and illness serious enough to warrant a written dispensation from a physician.
 - Other valid circumstances include, but are not limited to: traffic tie-ups, auto accidents or other situations of comparable gravity. These circumstances will be handled on an individual basis by the Office of Academic Affairs and may require documentation.
 - Medical, business or other appointments or professional meetings except as excused in advance by the Office of Academic Affairs.
 - Minor illnesses are **not** exceptional circumstances.
 - Unacceptable circumstances include, but are not limited to: oversleeping, not feeling prepared for the examination, test anxiety, non-emergency travel plans **including** reservations.
 - d. Students who cannot take an exam during the regularly scheduled time because of professionally related travel, he/she must make arrangements for the examination with the Office of Academic Affairs at least one week prior to the regularly scheduled examination time. Failure to provide adequate notice may result in an unexcused absence.
 - e. Students who have been granted an excused absence and miss a scheduled examination, the 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 Academic Affairs.
2. Students who have met the requirement for reasonable accommodations for testing purposes will be confirmed by the Office of Student Affairs.
3. The authority to grant or deny a request made in advance for delay in taking a scheduled examination resides with the Office of Academic Affairs. 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.

4. 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.
5. Students are not permitted to ask questions during an examination. Absolutely no talking or distracting behavior will be permitted.
6. 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
 - Cellular telephones
 - 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
7. 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

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. The Exam Review Session will take place within five business days following the block exam.

Students may challenge questions for a 24 hour period following the Exam Review Session.

Proctoring Requirements

1. The Chief Proctor shall be responsible for assigning the correct amount of proctors needed for each examination and creating a restroom sign out sheet.
2. The Chief Proctor shall be responsible for reading the examination instructions and monitoring student behavior.
3. While all proctors should be sensitive to a problem anywhere in the room, each proctor shall have responsibilities for a specific group of approximately 20-25 examinees. During the examination, proctors should observe the examinee to ensure that they do not communicate with one another in any way. If an examinee is suspected of either giving or receiving information, the proctor shall follow the instructions outlined in the section "Handling Irregular Incidents."
4. At least one proctor must remain in the room at all times.

5. The Chief Proctor shall be responsible for securing the areas to ensure reference materials are not hidden or available to students. This includes the area directly outside of the exam room, restrooms, and hallway to the restrooms. The examination room itself must not have reference material readily available or within site.
6. The Chief Proctor shall be responsible for submitting the restroom sign out sheet to the Office of Academic Affairs. The Office of Academic Affairs may monitor student behavior for pattern purposes and may meet with the student about the patterns.
7. The Office of Academic Affairs shall be responsible for Chief Proctor orientation.
8. The Office of Academic Affairs in consultation with the Chief Proctor shall be responsible for establish a plan for evacuating the testing room in the event of an emergency (e.g., fire, prolonged power failure). The plan should include collecting and securing the test materials (if time and circumstances permit), and providing instructions to the examinees and proctors regarding the exiting from and returning to the testing room. To ensure the security of the test materials, the proctor should be the last to exit and the first to return to the testing room. If possible, the room should be locked during the evacuation. To maintain the integrity of the examination, proctors should monitor the examinees during the evacuation to minimize communication among the group.

Handling Irregular Incidents

1. The Chief Proctor has the authority and responsibility to ensure that the examination is conducted under standardized conditions for all examinees. The Chief Proctor is expected to handle all incidents that disturb or deviate from these conditions and document the incident(s) in a written report to the Office of Academic Affairs.
 - a. If the conduct of an examinee interferes with the testing conditions of other examinees and the examinee fails to respond to a warning, the proctor may collect the test book and answer sheet and escort the examinee from the testing room with the least amount of disturbance to the other examinees.
 - b. If the examinee exhibits irregular behavior during the examination, the Chief Proctor may allow the examinee to continue the examination session but should confirm the observation with at least one other proctor. Examples of irregular behavior may include, but not be limited to, copying answers from another examinee, permitting his/her answers to be copied, or providing or receiving unauthorized information about the content of the examination.
 - c. External disruptions such as construction noise, fire alarm, activity in adjoin room, hallway/corridor noise and internal disruptions such as room temperature, defective lighting, and examinee noise may cause distress and distraction to examinees during the administration of the examination. Disruptions should be handled as quickly as possible with minimal disturbance to examinees.
 - Relocate the testing room if necessary (e.g., if construction noise cannot be stopped).
 - Send a proctor out to disperse hallway/corridor noisemakers.
 - Contact building administration if fire alarm noise is prolonged, provided the alarm is not signaling a real emergency.

- If the disruption is causing anxiety to the entire group and is prolonged, testing time should be extended to accommodate the duration of the disruption.
2. In the case of Emergency Evacuation, the Chief Proctor should establish a plan for evacuating the testing room. The plan should include collecting and securing the test materials (if time and circumstances permit), and providing instructions to the examinees and proctors regarding exiting from and returning to the testing room. To ensure the security of the test material, the proctor should be the last to exit and the first to return to the room. If possible, the room should be locked during the evacuation. To maintain the integrity of the examination, proctors should monitor the examinees during the evacuation to minimize communication among the group.

Appeals Process

1. Appeals made for any action taken regarding the implementation of this policy shall be made in accordance with Section 8 of the Policy Regarding Academic and Professionalism Standards, Leaves and Appeals.

Approved by Curriculum Committee: September 10, 2009

Minor changes approved by the MS2 Subcommittee: April 20, 2011