TITLE: CMS Exam Conduct Policy

SPONSOR: CMS Curriculum Committee

EFFECTIVE DATE: June 14, 2018

INTRODUCTION AND PURPOSE:

The purpose of this policy is to ensure the integrity and fairness of student examinations administered by the Chicago Medical School (CMS).

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to all students taking CMS exams.

POLICY STATEMENTS:

Students are required to take exams as scheduled and in the prescribed manner. Repeated absence from scheduled exams will be considered a lapse in professionalism. Failure to comply may result in academic consequences for the student.

DEFINITIONS:

N/A

PROCEDURES:

General Procedures for Administration of Examinations

1) Students will arrive prepared to take each examination as instructed.
   a) If the computer-based exam is administered through ExamSoft, students must download the exam prior to entering the exam room. Instructions will be emailed to students when the exam download is available.
   b) If the computer-based exam is administered through a different secure browser (e.g., NBME), students must prepare before the day of the exam as instructed via email.
   c) If the exam administration is paper-pencil, students must bring a pencil and student ID number.
2) Students are not permitted to have unauthorized items at their testing stations.
   a) Students will receive a ZERO on exam if non-compliant. This includes, but is not
      limited to: watches, cell phones, iPods/media devices, paging devices, reference
      materials, backpacks/briefcases/luggage, recording/filming devices, and other
      listening devices. Special exceptions may be given to devices required for
      student health and well-being (non-smart phone glucose monitors, hearing aids,
      etc.). Any students who are found to have unauthorized items in their possession
      will receive a ZERO for the exam(s). The Chief Proctor must submit the RFUMS
      Incident Report to the Office of Student Affairs and Education.

3) Assigned seating charts. Seating charts may be developed for exams. Course Directors
   have the right to conduct random student ID checks to ensure students are in their assigned
   seats.

4) Scratch paper or laminated erasable notebook. Students will be provided with
   appropriate note-taking material after the exam has started. All note-taking materials
   must be returned to a proctor at the end of the exam. If the exam is given on paper with
   a scantron, both the exam booklet and scantron must be returned to a proctor at the
   end of the exam.

5) Honor Code. Students who witness a violation of the Honor Code are expected to report
   it to the Chief Proctor.

6) Headwear. Hats with brims or bills, such as baseball caps, may not be worn during the
   examination. Sweatshirt hoods must be down.

7) Personal Belongings. Personal belongings must be placed away from the exam seating
   area in a manner so as not to impede movement of proctors and other students.

8) Restroom breaks are strongly discouraged during the exam. Restroom use will be
   monitored. No extra time will be allowed to compensate for time away from the testing area.

9) Answering questions during the exam. Questions asked of proctors and/or faculty must
   be limited to typographical or grammatical errors, obvious missing information, etc.
   Definitions or explanations will not be provided.

10) Technical difficulties. Students who encounter technical difficulties during a computer-
    based exam must alert a proctor immediately in order to resolve the problem or be
    given a paper exam if available.

11) The end of the exam. Required post-exam procedures must be followed.

12) After the exam, students must not congregate in the hallway outside the testing room
    because the noise is distracting to those still taking the exam.

13) Exam Attendance, Late Arrival, and Absences
   a) Late admittance to the exam. Any student who arrives 30 minutes, or later,
      for an exam will not be allowed to take the exam. Documented proof
      explaining lateness beyond 30 minutes must be sent to the CMS Office of
      Student Affairs and Education (cms.studentaffairs@rosalindfranklin.edu) or
      appropriate Program Director and, if accepted, a make-up exam will be
      arranged. It is the student’s responsibility to contact the appropriate course
      director to verify any make-up requirements for a missed exam.
i. **For ExamSoft exam administrations**: If a student arrives after the password is released and within 30 minutes of the start of the exam, the student will be given a paper exam and must finish at the published end time.

ii. **For paper/pencil exam administrations**: If a student arrives after the exam has started and within 30 minutes of the start of the exam, the student must finish at the published end time.

iii. **For nationally normed exam administrations** (e.g., NBME): If a student arrives after the exam has started and within 30 minutes of the start of the exam, they may be given the full amount of testing time.

b) **No student may leave the exam within 30 minutes of the start of the exam.**

c) **Unexcused absence to an exam.** Missing an exam because of oversleeping or because a student records the wrong date or time are not considered excused absences. If a student receives an unexcused absence to an exam, the student may be allowed to retake the exam with a maximum score of 69.5%. If a student has an unexcused absence to two or more exams, the student will be referred to the CMS Professionalism Committee.

**POINTS OF CONTACT:**

Office of Student Affairs and Education (847) 578-8324

**REFERENCES AND RELATED POLICIES:**

CMS Excused Absence Policy
CMS Professionalism Policy
Exam Administration Guidelines
Honor Code