

Exam Review Guidelines 2018-2019

1. Students must sign-in upon entering the exam review room.
2. All personal belongings, including backpacks, cell phones, watches, and coats are not permitted. Nothing is allowed into the exam review room except an iPad. Exceptions may be made with permission of exam proctors on an individual basis.
3. Food and drink are not permitted.
4. The length of the exam review should be such that no student needs to leave the room at any time before they are finished reviewing the exam. If a student needs to leave, a proctor must approve the request and the student's iPad and other exam review material must be turned in to the proctor. Students must sign in and out if they leave the exam review room. The student must not be gone for more than five minutes.
5. The log-in password for the electronic exam review will be available for students who arrive within the first 20 minutes of the exam review (if applicable). No students are permitted to leave the exam review room until after the log-in time has passed.
6. An iPad is the only electronic device permissible inside the exam review room and should be used only to log in to ExamSoft to review the designated exam. In the event that a student arrives after the electronic exam review window has closed, students may use their iPads to log in to examsoft.com/gwumed to view the Exam Results screen only. Student may not use their iPads or any other means to communicate with anyone outside of the exam review room at any time (this includes emailing faculty).
7. Once a student has finished reviewing the exam, he/she may leave at any time after the first 20 minutes. Students reviewing the exam on an electronic device must show the proctor the submission screen prior to leaving. Students must turn in all notecards and sign out before leaving the exam review room.
8. At least one proctor will remain in the exam review room for the entirety of the review.
9. It is expected that all students in the M.D. program will attend the exam review on the scheduled date and time. If an emergency occurs, or an extremely important date/time conflict arises, and a student wishes to request an alternative exam review date/time, they must request permission from the block director(s). Students who review the exam outside of the scheduled exam review, with permission from the block director(s), will not be permitted to review the exam with a peer.
10. In the event that a student must remediate an exam, following the end of a block, no exam review will be scheduled for the student to review past summative exams.

These guidelines were approved by the Honor/Professionalism Council 7/2016. The George Washington University School of Medicine and Health Sciences.