Exam Policy Procedures and Guidelines

Policy Statement

Exam Date Change

It is expected that all students in the M.D. program will take exams on the scheduled date and time. If an emergency occurs, or an extremely important date/time conflict arises, and a student must request a change in date or time of an exam, the student must follow the following procedure.

PROCEDURE:

1. The student needs to complete the “Change in Exam Date” form, found in the Dean’s Office Ross Hall Room 708 G. The student then needs to meet with Associate Dean for Student Affairs to discuss the reason for the request. The student may also discuss the request with the course coordinator, if he or she wishes.

2. The Associate Dean for Student Affairs will then confer with the course coordinator regarding the reason as well as faculty and exam availability. She will also consider overall consistency regarding rescheduling requests and contact the student with a decision.

3. If an emergency situation arises which prevents a student from following the above procedure, the student should contact the Associate Dean for Student Affairs (currently Dean Rhonda Goldberg in the Dean’s Office at (202) 994-3176 or on her cell phone. If she cannot be reached, the student should leave a message, email her at rmgoldb@gwu.edu, and also continue to try to contact her). Students should not assume that they are excused unless specific permission has been granted.

We operate under the expectation that all exams will be taken on time, except for extreme situations. If students arrive late for an exam, they will be expected to complete the exam at the scheduled end time. If a student does not receive
permission to reschedule an exam including a scheduled performance-based exam (PBE) and does not show up for the exam, that student will receive a zero (“O”) for that exam. If a student arrives late for the PBE exam, the student will not be admitted to the exam if the exam orientation has already occurred (this will be determined at the time by the CLASS Center staff administering the exam) which means that the student would receive a zero score. Any appeal regarding missed PBE’s must go through the Associate Dean for Students.

Exam Procedures and Guidelines

1. Students must sign-in upon entering the exam room

2. Students must sit in their assigned seats. Only the exam proctors or Dean can approve a change in seating assignment when needed. No chairs should be moved by students prior to or during the exam.

3. All personal belongings, including backpacks, cell phones, smart watches and coats must be placed in lockers. Exceptions may be made with permission of exam proctors on an individual basis.

4. Foam ear plugs to reduce noise are allowed and will also be available during the exam. Brimmed hats are not allowed.

5. Students only need to bring an iPad and pencils or pens to the exam, unless otherwise instructed. Food and drink are permitted, provided they cause no disruption to other students during the exam (e.g., no loud wrappers or noisy gum chewing). Drink cups/bottles must have lids. Should disruptions occur, the exam proctors have discretion to revise this policy.

6. Students are not permitted to ask questions regarding content or clarification of a question during an exam. Exam proctors will take questions ONLY about the exam itself (i.e., if there are 2 #46 questions or if there are only 2 options listed, etc.). No questions about the content or meaning of questions, etc. will be permitted.

7. The length of any exam should be such that no student needs to leave the exam room at any time. If a student needs to leave, a proctor must approve the request, and the student’s iPad and other testing material must be turned in to the proctor. At the proctor’s discretion, one male and one female may be excused to use the restroom at the same time. Students must sign in and out if they leave the exam room. The student must not be gone for more than five minutes.
8. Exams begin at the announced time. Talking is not permitted once the exam proctor begins reading the exam instructions.

9. All iPads should be completely charged before students arrive to the exam. No student will be permitted to move closer to an outlet during the exam. In the event that an iPad loses power during the exam, the student will finish the exam on paper.

10. Students must agree to abide by the Honor Code at the start of each exam.

11. The proctor must announce or write the start and finish time for each exam. The proctor will not extend the length of the exam time for students who arrive late to the exam or begin the exam after the announced start time.

12. Upon completion of an exam, students must submit the exam and display the green or finish screen to the exam proctor and sign out.

13. The proctor will announce when ten minutes remain for the exam, after which students must remain seated until the end of the exam period, when the proctor has seen all the “completion” screens for all remaining testers. After the announcement, the exam period is over and all students must submit their exam. There will be no extra time allotted.

14. At least one proctor will remain in the exam room for the entirety of the exam.

These guidelines were approved by the Honor/Professionalism Council 10/11.

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**Reason for Policy/Purpose**

Knowledge and awareness of the procedures that govern examinations

**Who Needs to Know This Policy**

All students, residents, fellows, faculty, and staff of the School of Medicine and Health Sciences

**Contact**

Associate Dean for Student Affairs
Who Approved This Policy

Honor/Professionalism Council 10/11/2014
Committee on the Undergraduate Medical Education Curriculum 8/20/2013

Jeffrey S. Akman, MD, Vice President for Health Affairs, and
Dean, School of Medicine and Health Sciences
08/27/2015