

**Nova Southeastern University
College of Osteopathic Medicine**

Policy:	Examinations – Test Day Procedures
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	April 6, 2021
Student Handbook Issue:	2020-21 Academic Year

The portion of the Examinations policy on Test Day Procedures has changed. The original policy, which can be found on pages 147-148 of the 2020-2021 COM Student Handbook, is updated with the following, with additions in red:

E. Examinations

1. Test Day Procedures

Students are expected to arrive 15 minutes prior to the scheduled examination start time. Students reporting after the scheduled examination start time and/or not in dress code attire as noted above will not be allowed to sit for the exam and will be required to take a make-up examination (see Make-Up Examinations).

When an examination is administered electronically, students are required to arrive with their iPads® appropriately configured to take the exam and fully charged. It is also recommended that students download the examination prior to the day of the exam. Students arriving without their iPads® or with iPads® that are not correctly configured will be assigned an unexcused absence and will not be allowed to sit for the examination at that time. **For remotely administered examinations, students are expected to have their computers appropriately configured to take the exam and fully charged. It is also recommended that students download the examination prior to the day of the exam. A stable internet connection is required to download the exam, start the exam, and upload the exam and monitoring files. Students arriving without their computers or with computers that are not correctly configured will be assigned an unexcused absence and will not be allowed to sit for the examination at that time.** (See Unexcused Absence Policy.)

Once seated, a student may not leave his or her seat prior to the start of the examination unless accompanied by a proctor.

Students are not permitted to write on the examination or in the examination booklet prior to the announced start of the examination, with the exception of providing the student's name and required demographic information on the answer sheet.

During the examination, a student may not leave his or her seat without permission from a proctor. Any student needing to go to the restroom during an examination will be escorted by a proctor. This proctor will ask the student to demonstrate that all pockets are empty prior to entering the restroom. The proctor will accompany the student into the restroom area and will assign the student to a restroom stall. The proctor will wait for the student in the restroom and will accompany the student back to

the classroom. For remotely administered exams, if a student needs to leave their seat, they must send an email to PreClinSupport@nova.edu after the exam has ended and provide the times that the student was away from their computer and the reason(s) for being away. Failure to provide this information may result in referral to the Student Progress Committee (SPC).

A student must be in view of their computer's camera at all times while taking the exam. A student who is noted to be outside of the field of view of their camera or has moved their camera so it is no longer facing them may be referred to the Student Progress Committee (SPC).

A student may leave the classroom upon completion of the examination.

During any examination, a student will not be permitted access to any outside information including, but not limited to, any text, notes, or other non-approved materials—electronic or otherwise—including cellphones and wristwatches, and may not communicate in any manner with anyone inside or outside of the examination area except the proctors or faculty members present. Non-approved materials are any materials for which the student has not received prior permission from the course director or chief proctor to use during an examination. Students may not bring pens or pencils into any examination. If needed, pens and pencils will be provided by the proctors.

All examinations have a time limit. On paper exams, it is the student's responsibility to complete all demographic information, examination answer form identification, and examination form answers on the optical character recognition (OCR, e.g., Scantron®) form or any other testing instrument prior to the end of the allotted examination time. Any writing on any examination materials after time has been called by the chief proctor will be considered academic dishonesty and the student is subject to referral to the Student Progress Committee (SPC).

Test forms submitted represent a student's final answer and will be scored as marked. Answers not marked on the OCR form during the allotted examination time will be scored as incorrect. Examinations will be scored based on the test form identified by the student on the OCR form.

Students turning in examination materials with insufficient information bubbled in for the HPD Testing Center to score the materials will be contacted by the Office of Preclinical Education and required to come to the office and complete bubbling in the necessary information prior to the examination being scored. During the combined M1 and M2 years, offending students will have one point deducted from that examination grade at the first such offense, two points for the second offense, and five points plus notation in the MSPE at the third and subsequent offenses. The SPC will be notified at the third and subsequent offenses. For integrated examinations where multiple courses are tested, the requisite points will be deducted from each course examination.

Written examinations will not be returned to students and students will not be permitted to review their examinations. This is applicable to regularly scheduled course examinations, make-up examinations, reexaminations, and remediation examinations.

Students are not permitted to memorialize examination questions in any form for distribution to others. Any violation of this policy will be considered academic dishonesty and the student will be subject to referral to the SPC.