

Nova Southeastern University  
College of Osteopathic Medicine

---

Policy Update:	Examinations
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	November 8, 2016
Student Handbook Issue:	2016-17 Academic Year

---

Portions of the Examinations policy have changed. The original policy, which can be found on pages 127-128 of the 2016-2017 COM Student Handbook, is updated with the following:

### **1. Examinations**

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. Students are advised to verify that they have the latest version of the examination software downloaded, have enough free space on their devices (500MB), and have fully charged their devices prior to entering the examination. Additionally, it is also recommended that students download the examination prior to entering the room. 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. (See Unexcused Absence Policy.)

Once seated, a student may not leave his/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/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.

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

During any examination, a student will not be permitted access to any information or data not provided to the student by the examination proctors including, but not limited to, any access to a cellular phone or PDA, text, notes, or other non-approved materials, electronic or otherwise, 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.

All examinations have a time limit. 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 and Professional Behavior Committee.

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 (i.e. N number and/or test form not bubbled in) 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 1 point deducted from that examination grade at the first such offense, 2 points for the second offense, and 5 points plus notation in the MSPE at the third and subsequent offenses. The Student Progress and Professional Behavior Committee 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.