

Undergraduate Medical Education

Electronic Examination Procedure

Student Assessment: Procedure #SA-09P

Corresponding Policy: #SA-05

Supersedes: none

Lead Writers: Student Assessment Committee

Revisions: July 26, 2016 (original)



- Students should ensure that they have downloaded the exam prior to arriving at the exam hall.
- Students are required to check into the examination 15 minutes prior to the examination start time.
- Once in the examination hall students should set up their laptop and ensure their antivirus software is disabled. Once this is complete, students should open SofTest and quietly wait for the proctor to provide the examination password.
- Students are not allowed to leave the exam hall after they have checked in unless accompanied by a proctor.
- Students are required to bring their Queen's ID to swipe upon entry to the exam hall, a pen and a pencil with them to the exam. Students writing an exam without valid Queen's ID will be reported to the Student Assessment Coordinator.
- Students are required to leave their Queen's ID on the desk beside their laptop.
- Any student arriving at an exam hall after the beginning of the exam will receive only the remaining time in which to write the exam.
- No student will be allowed to leave the exam hall within thirty minutes of the start time of the exam, nor in the last 15 minutes of the exam. Otherwise, students may leave the exam hall once they are finished writing and the proctor has verified the students' exam is complete. No student will be admitted to the exam hall once the first student leaves.
- Students requiring use of the restroom must be escorted, one at a time, by a proctor. The proctor will hold onto the Students Queen's ID during the restroom break.

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- If a student finishes an exam before the time is up, the student is to remain seated and raise their hand so a proctor can verify the student has finished the exam in SofTest. If a student finishes their exam within the last 15 minutes of the exam, they shall remain seated with their laptop closed.
 - Students are required to show the proctor the green screen with the checkmark that says Congratulations and then wait for the proctor to dismiss them from the exam.
 - When the exam time is up, students are required to stay in their seat until a proctor has come by to verify the student has uploaded the exam. Students are required to show the proctor the green screen with the checkmark that says Congratulations.
 - No sunglasses or hats, headgear, etc. that are not part of a student's religious garb may be worn. Handbags, purses, and book bags are not permitted in an exam hall. Students should only bring essential items to the exam. The University assumes no responsibility for personal property lost in or near any exam hall. It is strongly urged that all valuables be left in the student's locker or place of residence during the period of exams.
 - No articles such as textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be taken into the exam hall unless authorized by the instructor.
 - Use of communications devices (e.g. cell phones, pagers, Blackberry, iPods, earphones, headsets, etc.) and electronic devices with memory capabilities or web-access are prohibited during an examination. All electronic devices other than the laptop required to write the exam are prohibited in the exam hall.
 - A student may not take an examination book or any part of an exam book or scrap paper that is given by the Proctor from the exam hall.
 - Food is not permitted in the examination hall. Bottled water, coffee, tea and juice (preferably in a transparent container) will be allowed in to the exam hall.
 - In the unlikely event of an emergency that requires evacuation, the Proctor will provide instruction on how to proceed.
 - Students must submit information about illness or other circumstances affecting their ability to perform the exam to the UGME Office within twenty-four hours of the start time of the exam in the course concerned.
 - Students must immediately comply with instructions given by proctors at all times.

Failure to comply with the regulations listed above or with the instructions of an exam proctor may result in a written report by the Student Assessment Coordinator which will be distributed to the instructor of the course, the appropriate Course Director, the Director of Student Assessment and the Associate Dean, UGME.