

Undergraduate Medical Education

Procedures for Electronic Examinations

Procedure Student Assessment: Procedure #SA-09P v2

Corresponding Policy: #SA-05

Supersedes: #SA-09P

Lead Writers: Student Assessment Committee

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The following procedure applies to all electronic examinations including midterm, final, supplemental and accommodation exams.

Prior to the Exam

- Prior to arrival at the examination, students should download the exam.
- Use of communications devices (e.g. cell phones, pagers, smart watches, earphones, headsets, etc.) and electronic devices with memory capabilities or web-access are prohibited during an examination.
- 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
- Food is not permitted in the examination hall.

Exam Arrival and Check-In

- The following items are permitted beyond examination check in: personal laptop computer or tablet with power cord, pens, pencils, eraser, a beverage in a spill proof container, Queen's student identification card, earplugs, reading glasses, religious apparel and emergency medications (such as auto-injectable epinephrine or an inhaler) if applicable.
- Students must register for the examination by showing their Queen's student ID, and signing in for the examination.
- By signing in for the examination, students are affirming that they have no unauthorized electronic devices on their person, and that they agree to follow the Queen's Student Code of Conduct and the requirements of the Queen's Procedures for Electronic Examinations with respect to their conduct during the examination.

- Students will be allowed admittance to the examination room starting 30 minutes prior to the exam start time by UGME Staff. Students are **required** to arrive 15 minutes early for the examination to allow sufficient time for sign-in and set up of their laptop. Students arriving less than 15 minutes prior to the exam start time will be written up as late. Students that arrive later than the exam start time will be marked absent and will not be admitted to write the exam. Late students must contact the Director of Assessment by email, who will follow up with the student accordingly.
- Those students who have been signed in are not permitted to leave – unless there is an urgent need and then they will be signed out and accompanied by a proctor or UGME Staff member. *Requests made after sign-in such as attending the washroom or getting water will be deferred until the exam starts and a proctor or UGME Staff member is available to escort.*

Exam Hall Procedures

- Students are required to leave their Queen's ID on the desk beside their laptop.
- Students will remain seated quietly until the exam password is displayed.
- 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.
- Silence is expected once the examination begins. Students must not engage in any form of unauthorized communication/interaction once the examination begins.
- Students who leave to use the bathroom must sign out and be accompanied by a Proctor while out of the examination room.
- Only one student at a time may leave to use the bathroom.
- Students who wish to leave the examination room for any other purpose must consult the Proctor, who will grant or deny the request at their discretion.
- Should any unresolvable hardware or software technical issues arise, UGME staff are prepared to respond to these situations with contingencies.
- Should an emergency arise during the examination, such as a fire alarm, students will close their laptop and exit the room in a calm fashion and assemble in the recognized safety zone. The Proctor will accompany the class. Absolutely no discussion of the examination nor its contents will take place. Since students are not permitted to bring their electronic devices into the examination room, they will not be able to access them during the security time of the fire alarm. If the event is more than a fire drill and the building is evacuated to attend to an ongoing emergency, the Proctor will draw an end to the examination, students will disperse accordingly, and a new date will be set for the examination of that material.
- 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 Exemplify. If a student finishes their exam within the last 15 minutes of the exam, they shall remain seated with their laptop closed.

- 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.
- When a student completes their examination, they must Quietly exit the examination room to keep noise levels to a minimum and avoid disturbing other students.
- 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.