

MD Program

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.
- The use of communication and electronic devices with memory, audio capabilities, web access, or recording or playback capabilities are prohibited during an examination. All electronic devices must be turned off and placed underneath the student's seat or at the front of the room and must not be used for any reason.
- **All bags**, including handbags, purses and backpacks are not permitted in an exam room. Students should only bring essential items to the exam. The University assumes no responsibility for personal property lost in or near any exam room. It is strongly urged that all valuables be left in the student's locker or place of residence during the period of exams.
- Coats are permitted into the exam hall as follows:
 - Students may wear their coats into the exam room, and they may be placed on the back of the chair.
 - If for any reason the coat impedes traffic in the aisle behind the chair, students will be required to adjust the placement of the coat to ensure safety standards are met.
 - Proctors may advise students of impediments, and students are to follow the direction of the proctors regarding coat placement
- 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 except in the circumstance of an approved accommodation.
- Students should ensure that they bring their power cord and a pen and/or pencil to the exam.

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, 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 swiping their Queen's student ID to sign in for the examination.
- By signing in for the examination, students are affirming 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 MD Program 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. They must contact the Assistant Dean, Curriculum 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 MD Program Staff member. *Requests made after sign-in such as attending the washroom or going to a locker to get a pencil will be deferred until the exam starts and a proctor or MD Program 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 open their exam application and remain seated quietly until the exam password is displayed.
- Browsing through notes, the internet or other applications once signed into the exam hall is prohibited.
- 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, MD Program 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 checkmark that confirms that the exam has uploaded successfully.
- 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 their Curricular Coordinator and the Student Assessment Coordinator 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 Administrative Officer, MD Program which will be distributed to the instructor of the course, the appropriate Course Director, the Assistant Dean, Curriculum and the Associate Dean.