



NOSM Student Responsibilities During Written Assessments V 10.0

1. REGISTRATION FOR THE EXAMINATION:

- a. Prior to their arrival at the examination, students should leave all unnecessary materials at home, in their student lockers, or an area designated by the Invigilator.
 - i. Only the following items are permitted beyond the registration table: pens, pencils, eraser, a beverage in a spill proof container, NOSM student identification card, earplugs, reading glasses and glass case, religious apparel and emergency medications (such as auto-injectable epinephrine or an inhaler) if applicable. NOTE: For computer-based testing (CBT) environments, only approved devices are permitted.
 - ii. Items such as jackets, caps or hats, pencil cases, backpacks, textbooks, notes, cellular telephones, unauthorized electronic devices etc. must be left in the students' lockers, and if not available or accessible, at an area designated by the Invigilator. The school is not responsible for the loss or theft of any personal items.
- b. Students will be allowed admittance to the examination facility starting 30 minutes prior to the exam by Staff Invigilators. Students are **required** to arrive 20 minutes early for the examination to allow sufficient time for sign-in and receipt of testing materials (whiteboard, pen, etc.).
- c. If a student arrives and has a reasonable rationale for their lateness, as decided by the Faculty Invigilator, they will be allowed into the room up until 30 minutes from the start of the examination. However, those late students will **not receive any additional examination time**. After 30 minutes of the exam start time, **no student** is allowed to enter the room to join the examination, rather, they will be marked absent and must contact the Associate Dean UME directly.
- d. 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. *Requests made after sign-in such as attending the washroom or getting water will be deferred until the exam starts and a Staff Invigilator is available to escort.*
- e. Students must register for the examination by showing their NOSM student ID, and signing in for the examination.
 - i. Cellular telephones must be left in student lockers, at home, or an area designated by the Invigilator; no electronic devices of any kind (unless an approved device for CBT) are permitted in the examination room.
 - ii. 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 NOSM Code of Student Conduct and the requirements of the NOSM Student Responsibilities During Written Assessments with respect to their conduct during the examination.

2. EXAMINATION PROCEDURES

- a. Students will keep their assessment material envelopes closed until the Faculty Invigilator tells them to begin.
- b. Silence is expected once the examination begins. Students must not engage in any form of unauthorized communication/interaction once the examination begins.
- c. Students arriving after the 30 minute start time of the examination will not be permitted into the examination room. These late students will be marked absent and must contact the UME Associate Dean directly.
- d. Students who have arrived late, but within the 30 minute start window and have a reasonable rationale, may be allowed into the room to write the exam (Refer to section 1c). However, they will not be given any additional examination time (2 hours – X Minutes arrival (Maximum 30 mins) = New write time (no less than 1.5 hours). They must comply to their revised end time as indicated by the Invigilator and stop answering when told to do so.
- e. During the examination, students are required to follow the assessment protocol stipulated in the General Academic Medical Education Regulations (Section 4). They must:
 - i. Not cause disruption of the examination process or disruption of their peers writing the examination.
 - ii. Ask the Faculty Invigilator for permission to leave the room.
 - iii. Bring no unauthorized or unapproved aids into the examination room (e.g. books, notes, and all personal communication devices such as smart phones, smart watches, iPads, MP3 players, etc.)
 - iv. Not take any exam materials out of the examination room unless directed to do so by the Faculty Invigilator.
 - v. Leave the examination room with the least amount of disruption to their peers who are still writing.
 - vi. Notify the Faculty Invigilator before departing and sign out of the exam room, if they must leave the examination room for any reason.
 1. Students who leave to use the bathroom must sign out and be accompanied by a Staff Invigilator while out of the examination room.
 2. Only one student at a time may leave to use the bathroom.
 3. Students who wish to leave the examination room for any other purpose must consult the Faculty Invigilator, who will grant or deny the request at their discretion.
- f. Should an emergency arise during the examination, such as a fire alarm, students will exit the room in a calm fashion and assemble in the recognized safety zone. The Invigilators will accompany the class. Absolutely no discussion of the examination nor its contents will take place. As per 1.e.i., 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 Faculty Invigilator will draw an end to the examination, students will disperse accordingly, and a new date will be set for the examination of that material.

- g. Should any unresolvable hardware or software technical issues arise, Staff Invigilators are prepared to respond to these situations with contingencies, such as providing a paper copy of the exam or an alternate testing station.

3. COMPLETION OF THE EXAMINATION

- a. When a student completes their examination, they must:
 - i. Insert all examination materials into the envelope they were received in.
 - ii. Sign-out of the examination. The Invigilators will confirm electronic exam result submission (for CBT), verify that all examination materials are turned in, and ensure that the student's name and ID number is documented on answer sheets (if applicable).
 - iii. Quietly exit the examination room to keep noise levels to a minimum and avoid disturbing other students.
- b. After leaving the examination room, students must move a suitable distance away from the examination room before initiating conversation, so as not to disturb students still writing. Students who refuse to comply with requests for quiet may be cited under the NOSM Code of Student Conduct for disrupting the examination.

Version Control and Change History:

DO NOT REMOVE THIS DOCUMENT HISTORY RECORD		
This document will be reviewed annually		
Version	Date	Authors/Comments/Amendments/Approvals
1	2007 Aug	Origin of NOSM Student responsibilities during written assessments document
2	2013 Jan 17	Changes follow document template for all UME committees; item 1c edited and item 4 added. Approved by SAPC
3	2014 April 30	Revisions to sign-in procedure, materials permitted in the examination room, and procedures for leaving the examination room. Approved by SAPC Chair's action and Associate Dean UME
4	2014 May 8	Addition of earplugs, snack, as permissible items in the exam room. Approved by SAPC Chair's action
5	2014 June 12	Approved by SAPC with amendments to 1.a.i permitting reading glasses and glass case and the wearing of religious apparel in the examination room and an amendment to 1.a.i.1 precluding the wearing of caps or hats in the examination room. This document will be reviewed annually at the June SAPC meeting.
6	2014 Sept 03	Revision to 1.a.i.1 to replace "and will NOT be permitted in the examination room" with "and if not accessible or available, at a secure area designated by the invigilator" Approved by Chair's Action.
7	2015 Nov 12	Item 1 "an area designated by the invigilator" clarified; 1.b added third sentence; 1.a.i.1 added second sentence. Approved by SAPC
	2015 Dec 03	Presented to UMEC for information
8	2016 Sept 8	Proposed changes to reflect CBT environment. Approved by SAPC
	2017 Nov 09	'Summative' changed to 'Written' wherever it occurs Approved by SAPC
	2017 Dec 07	Presented to UMEC for information
9	2018 Sep 13	Clarification regarding late arrivals consistent with host Universities. Approved by SAPC
10	2018 Nov 08	Addition of 2.d to clarify 1.b regarding late arrivals. Clarifications to reflect CBT environment 2.e.iii. Approved by SAPC