

# COMPUTERIZED EXAM PROCEDURES FOR M1 AND M2 YEARS

The purpose of these required procedures is to ensure a consistent exam experience for all students and to assure the security of examinations.

## **Each student will:**

- Arrive at the examination room 15 minutes before the official exam start time.
- Bring only their UCF College of Medicine approved laptop and cables, pens or pencils, and mouse. A clear drinking vessel is permitted, but no food may enter the exam room.
- Check in with the door proctor and show UCF ID to receive an exam folder that contains 3 pieces of scratch paper, 4 comment cards, and 1 lab values sheet.
- Remain quiet once entering the exam room, remain seated, and raise their hand to speak to a proctor.
- Report any technical or other problem promptly to a proctor.
- Electronically “submit” their completed examination.
- Raise their hand after completing the exam to show the green confirmation screen to the proctor and turn in their exam folder.
- Quietly exit the exam room with all belongings; no re-entry is allowed.

## **General:**

- *Avoid taking bathroom breaks unless truly necessary.* Students must sign out when using the bathroom, keep their break as short as possible, not speak to another student, and sign back in when re-entering.
- *Exams will start on time.* No extra time will be allowed for a student arriving late. Exams will end in the allowed time.
- *No entry to the exam room is allowed if a student is more than 30 minutes late.* In such cases, a student should report this problem to the module director and associate or assistant dean for students for consideration of a later completion of the exam.
- All exam irregularities (potential honor code violations) should be documented in writing, and these reports should be submitted to the associate or assistant dean for students’ office immediately after the exam. In such cases, the exam score of a student will be withheld until the case is investigated.