

M1 NBME EXAM PROCEDURES

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 issued laptop, Ethernet cord, power cord, and mouse (optional). No writing instruments or beverages are permitted in NBME exams.
- All other personal items (cell phones, backpacks, etc.) must remain outside of the exam room, and placed in the vestibule. No personal belongings are allowed in the hallways. Absolutely no cell phones or smart watches are permitted in the exam room. Silence all cell phones.
- Check in with the door proctor and show UCF ID to enter the room. All exam takers must enter and exit out of one door. Notetaking materials will be provided on exam day.
- Remain quiet upon 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 immediately.
- Electronically “submit” their completed examination. Do not leave the exam room until the chief proctor has verified that your exam has been successfully submitted.
- 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. Students will be escorted to the restroom by a proctor and only one student may exit the exam room at a time.
- 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 **5 minutes late**. In such cases, a student should report this problem to the Course Director and Office of Student Affairs 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 Office of Student Affairs immediately after the exam. In such cases, the exam score of a student will be withheld until the case is investigated.