

## M2 COMPUTERIZED IN-HOUSE 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, pens or pencils, and mouse (optional). A clear drinking container is permitted, but no food may enter the exam room.
- 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 receive an exam folder that contains scratch paper and a lab values sheet.
- 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 green check mark is seen confirming exam upload.
- When exiting after completion, check out with the door proctor by handing in exam folder and all its contents.
- 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 **5 minutes late**. In such cases, a student should report this problem to the Module 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.