

M1/M2 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 **30 minutes** before the official exam start time.
- Bring only their UCF College of Medicine issued laptop, Ethernet cord, adapter, power cord, and mouse (optional). No writing instruments or beverages are permitted in the exam room.
- Leave all other personal items, cell phones, backpacks, etc. outside of the exam room and inside the vestibule (not in the hallway). 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 a valid photo ID to enter the room. 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 to a proctor immediately.
- Electronically “submit” their completed examination.
- 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.