

TEST PROCEDURES AND REGULATIONS
M-1 2009-10

1. Testing Sessions will be placed on the calendar.
2. **For M-1 students: Seating assignments will be changed each day (for multiple day exams.) Be sure to allow extra time to check the seating charts that will be posted in the hall outside 268 MSB. YOU SHOULD BRING YOUR I-CARD AND ARRIVE IN TIME TO BE IN YOUR ASSIGNED SEAT TEN MINUTES BEFORE THE EXAM BEGINS.** At that time, exam administrators and proctors will begin checking IDs, distributing exams, and giving directions. The examination session will begin promptly and will be closed fifteen minutes after the start of the session.

If you arrive fifteen minutes after the start of the session, you should report to room 255 and the Associate Dean will determine if you are to be admitted to the examination late. In general, you will not be admitted if any student has completed the section(s) of the examination you are scheduled to take and has left the examination room. Students more than 15 minutes late for an exam will receive a zero (0) for the first attempt.

If admitted late, you forfeit the time missed, the same 'stop' time will be enforced. For example if the exam starts at 8am and ends at 8:40am, the late student arriving at 8:10am loses 10 minutes. The exam will still end at 8:40am.

3. Access to examination rooms is restricted and marked. You are to arrive and leave through the same door.
4. **NO OUTSIDE CALCULATORS ARE ALLOWED.** There will be calculators at the proctor's table for your use in checking any calculations.
5. Books, notes, or other instructional materials **should not be brought to the examination room.**
6. **NO FOOD OR DRINK WILL BE ALLOWED IN THE TESTING AREAS. THIS INCLUDES WATER.**
7. No pagers, PDAs, or audio equipment (Walkman, etc.) may be brought to the examination. Cell phones should not be brought to the examination rooms. **NO ELECTRONIC EQUIPMENT OF ANY KIND IS ALLOWED.** If caught with any electronic device you will be asked to leave the examination room and will receive a zero for the exam, even if the equipment is off.
8. Most exams are on-line and are taken on College of Medicine Computers. You may take the exam on the computer assigned only and follow the directions by the proctor. Once an electronic exam is closed, you cannot re-start the exam.
9. If exam booklets are used: You may write or make calculations in the test booklet, but only those answers properly recorded on the answer sheet at the end of the testing time will be scored. As you work, be sure that the number you are completing on the answer sheet matches the number of the question you are reading in the test booklet. At the end of the test, be sure that the number of circles darkened on the answer sheet equals the number of test items in the test booklet. *Recheck that the darkened circle matches the answer you have selected as correct. If the exam is on-line, you may write on the scratch paper provided.
10. You may work on the examination only in your assigned seat. If you leave the room during a paper exam, you must give all examination materials to the proctor. No student is to be gone from the examination room for more than four minutes. You may not go to a different MSB floor until you have completed the examination. When you have finished the examination, you must leave the floors where exams are being given. Quiet must be maintained.
11. Although Discipline Coordinators will not be available if you have a question regarding a test item, comment forms for each discipline will be available for you to write concerns regarding any examination question.
12. All test booklets, answer sheets, scratch papers and other testing materials must be given to the proctor when you leave.
13. Giving or receiving assistance during an examination is cause for dismissal from the College of Medicine.
14. Students are not allowed to wear hats during examinations. If the student has religious need to have a covered head, you must seek approval **BEFORE** the testing day.

15. The Summer Makeup examination MPL's are set prior to the administration of the exam and will not be changed. Students will be informed of the MPL before the exam is given.

Students Receiving Accommodation under the Americans with Disabilities Act

1. Students must report to the Associate Dean in the Testing Office, Room 255, at least one week PRIOR to the exam to determine the location and times of their accommodated tests.

Excused Absence: College of Medicine Examinations

Excused Absence

An excused absence from a required College of Medicine examination will be granted only for serious personal illness, death in the immediate family, or other similar extenuating event. Students are expected to obtain **prior permission for an absence** from the appropriate administrative site officer. The student must provide written documentation when attempting to secure this permission. Documentation from the student health service [or its equivalent as specified by the appropriate administrative site officer] is required for all illnesses.

If prior permission for the absence was not obtained or written documentation is not provided to the satisfaction of the appropriate site administrative officer within seven calendar days of the date of the administration of the examination, the absence will be treated as an unexcused absence. A failing grade (zero) will be assigned to this missed examination. Further, this missed examination will count as an attempt. For example, if the student was absent without permission from the first administration of an examination, the missed examination will count as the student's first attempt.

To summarize

1. Excused absences are only granted for the most serious extenuating circumstances, i.e., death in the family, automobile accidents, hospitalization, etc.
2. If possible, you must notify the Office of Curriculum Management or Student Affairs of the circumstance prior to the examination. If prior notification is not possible, you must contact these offices as soon as is feasible.
3. Written documentation of the circumstance must be provided to the satisfaction of Deans Hall or Kies within seven calendar days of the exam. This could come in the form of a letter from your physician giving detailed information of your illness, a copy of a death certificate, a copy of a police report, etc.
4. Failure to obtain prior permission for the absence or to provide satisfactory written documentation within the 7 days will result in an unexcused absence and a grade of zero for the exam. In addition, the missed exam will be considered the student's first attempt.

Note carefully: missing an exam because you have overslept or because you have the wrong date or time are not considered excused absences and will result in a zero on a first attempt.

<i>E-mail Account Policy</i>

Beginning in the Fall 2004, all M-1 students must have active UIUC E-mail accounts. Official correspondence will be sent only to this account. It is the student's responsibility to check this account in a timely fashion.

Date: 9/3/04