

Appendix Q - Georgetown University School of Medicine Guidelines for all Student Testing

PERSONAL BELONGINGS IN THE TESTING ROOM

Personal belongings are not allowed into the seating area of the testing room.

Students may bring with them pencils, erasers, personal watch (no alarm), and beverage. All other items must be stored in your personal locker prior to entering the exam room.

Unless designated by course director, the following items are **not** permitted in the seating area of the testing room:

- Personal Digital Assistants (e.g. palm pilots)
- Calculators
- Watches *with* alarms, computer or memory capability
- Paging devices
- Cellular telephones
- Recording/filming devices
- Radios
- Reference materials (books, notes, papers, laptops)
- Backpacks, briefcases, luggage, or brimmed hats

SUPERVISING THE EXAMINATION

A proctor is always present in each testing room throughout the examination. During the administration of the examination, proctors will observe the examinees to ensure that:

- Examinees have nothing on their desks or laps but test books, answer sheets, erasers, and pencils.
- No one is making written notes of the contents of a test book or removing pages from a test book.
- Examinees are recording their answers on the answer sheets.
- No one is using written materials or recording/filming devices during the examination.
- Examinees **do not** communicate with one another in any way.
- All examinees stop writing at the end of the session. **Examinees are not to be given extra time to transfer answers from the test book to the answer sheet after time is called. A student not conforming will be reported as an irregular incident and will be subject to review by the Dean of Students.**
- Before exam begins, proctor will remind students that they have signed an honor code.
- The chief proctor may announce, "No context related questions permitted in the exam. Students can turn in a "gripe" sheet, if need be."

At the end of the session and before examinees are allowed to leave the testing room, proctors will:

- Collect one test book and one answer sheet from each examinee.
- Check the contents of any returned test book that appears damaged or has loose pages to ensure that no pages are missing or have been replaced by other material.

HANDLING IRREGULAR INCIDENTS

The chief proctor along with the course director or designate has the authority and responsibility to ensure that the examination is conducted under standardized conditions for all examinees. The chief proctor is expected to document in a written report all incidents that disturb or deviate from these conditions.

Documentation procedure: Upon receipt of the exam, the proctor should initial and write time the exam was received on the front of the exam.

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Disruptive Behavior. If the conduct of an examinee interferes with the testing conditions of other examinees and the examinee fails to respond to a warning, the proctor will collect the test book, answer sheet, and escort the examinee from the testing room with the least amount of disturbance to the other examinees.

Irregular Behavior. Irregular behavior will be documented and reported to the Dean of Students for review. This includes the following:

- **Copying or giving answers or receiving information** from another examinee, permitting answers to be copied, or in any way providing or receiving unauthorized information about the content of the examination.
- **Continuing to mark answers** or erase on the answer sheet after the **STOP** announcement.
- **Possessing notes** or making notes on anything other than the test book or answer sheet.

Writing After the Stop Announcement. If an examinee is observed marking answers or erasing on the answer sheet after the **STOP** announcement, *it is a direct violation of the timing regulations for the examination.* The proctor will:

- Immediately approach the examinee and warn him/her that the announcement has been made to stop, signaling the end of the examination.
- If the examinee does not stop, the proctor will document in a written report that includes the examinee's name and ID number, the length of time for which the examinee continued to write, and the approximate number of items answered by the examinee after the **STOP** announcement.

Possessing Notes or Making Notes. If an examinee possesses notes or is, observed making notes on anything other than the test book or answer sheet, the proctor will document in a written report. The report and data obtained from the answer materials will be studied and appropriate action will be taken.

Disruptions and Interruptions. External disruptions will be handled as quickly as possible with minimal disturbance to examinees:

- Relocate the testing room if necessary (e.g., if construction noise cannot be stopped).
- Send a proctor out to disperse hallway/corridor "noisemakers."
- Contact building administration if fire alarm noise is prolonged, provided the alarm is not signaling a real emergency.
- If the disruption is causing anxiety to the entire group and is prolonged, testing time can be extended to accommodate the duration of the disruption.

PERMITTING ABSENCE FROM THE TESTING ROOM

Use of restrooms. If a student must take a personal break during an examination session, the test book and answer sheet will be collected and then returned to the examinee when he or she is ready to resume testing. A student is **not** allowed **additional testing time to make up for time lost during absence from the room.**

Sickness: Should a student become ill or otherwise unable to complete their exam, they will hand the exam/answer sheet to the proctor and contact the course director (if not present) to find out how to complete exam.