

INSTITUTIONAL POLICY: E-18

CATEGORY: Education

SUBJECT: Examination Policy

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: May 17, 2006

A. Scheduled Examinations On Campus

Students are required to be present for and at the scheduled starting time of every examination.

It is the responsibility of the student, under the requirements of the Honor Code, to refrain from academic dishonesty, to refrain from any conduct which may lead to suspicion of academic dishonesty, and to refrain from conduct which aids others in academic dishonesty.

Any modifications to this examination policy and procedures that are needed to address the needs of a course or system will be detailed in the course or system syllabus. The syllabus is presented to the students at the beginning of each course or system.

The procedures for administration of examinations at the West Virginia School of Osteopathic Medicine will include the following:

- At least one faculty or other staff member will be present during the administration of every examination.
- For written exams only, writing instruments and calculators can be in the possession of the examinees during the exam; calculators, if required must be approved by the faculty or will be furnished by the faculty. Computers will be turned off, closed, and placed at the front of the room along with all notes, text books, book bags, brief cases, PDA's, cell phones, MP3 players or any other electronic devices, as well as coats and hats.
- For computer exams, computers may be opened only to the test screens unless otherwise directed by the instructors. All other computer applications must be closed and copying, printing or saving test screens is a violation of WVSOM's Honor Code. All notes, text books, book bags, brief cases, PDA's, cell phones, MP3 players or any other electronic devices, as well as coats and hats will be placed at the front of the testing site.

- Examinees will sit in assigned seats.
- Examinees will be permitted to go to the restroom one at a time. The restroom closest to the test area must be used. Examinees may be requested to sign in and out for each break.
- Examinees who have completed the exam must leave the area adjacent to the examination room; they may not loiter in the hall outside the test area.

B. Post Examination Reviews

- No examinations will be returned to students.
- For written examinations, it is a violation of the Honor Code to copy, photograph or otherwise reproduce the examinations and answers for any purpose.
- For OSCE's, the robot lab, clinical skills examinations and other courses which test in sections, it is a violation of the Honor Code for a student in earlier sections to pass examination information to students who have not yet taken the examination.

C. Make-up Examination

A student's absence from an examination may be excused upon appropriate notification of the appropriate associate dean. To be eligible for the make-up exam, if the absence from an examination is for medical reasons, the student may subsequently be required to present to the appropriate associate dean a written confirmation of his/her illness from a physician or allied health care provider, stating the student was "too ill to attend on the day of the exam" and specifying the date that the student is to return to class. The excuse must provide confirmation that the physician has seen the student on the date in question or that the student is under ongoing care for the condition involved. (refer to IP E-9)

A student excused from examinations due to a new or prolonged illness will return to classes on the day specified on his/her medical excuse. All make-up examinations will be scheduled and administered through the office of the appropriate associate dean. A grade of zero may be given for any make-up examination not completed at the scheduled time.

A grade of zero will be recorded for any examination missed due to an unexcused absence. This grade will be averaged with all other scores when the final grade for the course and/or system is computed.

If a student wishes to be excused from an examination for a reason other than a medical or an emergency reason (e.g., to attend a scientific or medical meeting, etc.), he/she may be excused only upon prior written approval. Procedures to obtain approval to attend meetings are in the WVSOM Student Handbook (Student Off-campus Meeting Attendance Guidelines) or available through the office of the appropriate associate dean.

D. Distance Learning Examinations

Whether or not a proctor is present, students participating in on-line examinations must conform to the same high standards of academic integrity required for on-campus examinations. Unless advised otherwise by the course administrator, they must not seek or receive assistance from other people before or during an exam, and they must not provide assistance or inform others about the content of the exam. Students must not print out test questions, in whole or part, and possession of illegally printed test questions without authorization will be de facto proof of Honor Code violation. Unless advised that a test is "open book", students may not use computer-based, on-line or other resources during the examination. By opening any exam, the student affirms that he/she will adhere to the letter and spirit of the WVSOM Honor Code.

Being allowed to take an unproctored distance examination is a privilege which may be withdrawn at any time. Any student(s) may be required to take a test under supervision, either by returning to campus or going to a site with campus-designated proctors.

Students are required to participate in on-line examinations on the times and dates specified by the course administrator, communicated via web site and/or e-mail, or other means. Students are required to check e-mail regularly to know of and meet course requirements. Additional time may be allowed to complete the examination only with approval of the course administrator. Failure to complete the examination as scheduled may result in the grade of zero (0) for the exam and/or for the course.

A student's absence from an examination may be excused upon appropriate notification of the appropriate associate dean or his/her designee. To be eligible for the make-up exam, if the absence from an examination is for medical reasons, the student may subsequently be required to present to the appropriate associate dean a written confirmation of his/her illness from a physician or allied health care provider, stating the student was "too ill to attend on the day of the exam" and specifying the date that the student is to return to class. The excuse must provide confirmation that the physician has seen the student on the date in question or that the student is under ongoing care for the condition involved. (refer to IP E-9)

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