



Title:	<b>Examination Conduct – All Years</b>	Number:	<b>019</b>
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	15 August 2022	Next Review:	01 July 2025
Effective Date:	15 August 2022		
Audience:	Students in all years, Faculty and Staff		
Purpose:	To provide students, faculty and staff with the expectations for student conduct during formal examinations		
Related Policies & Procedures:	<ol style="list-style-type: none"> <li>1. Bring Your Own Device Policy #003</li> <li>2. Assessment Grading and Standards of Achievement Policy #004</li> <li>3. Deferred Examinations Policy #013</li> <li>4. Delivery Disruption of Examinations Policy #038</li> <li>5. Examination Accommodations Policy #033</li> <li>6. <a href="#">Professional Standards for Faculty Members and Learners in the Faculties of Medicine and Dentistry at the University of British Columbia</a></li> <li>7. UBC Policy No. 13 Serving and Consumption of Alcohol at University Facilities and Events</li> <li>8. University of Victoria Liquor Policy #6445</li> <li>9. University of Northern British Columbia – Student Standards of Conduct Liquor Control and Licensing Act, c. 267 R.S.B.C. 1996 Section 40(1)</li> </ol>		
Exclusions:	None		
UBC Calendar Statement:	<a href="#">Student Conduct During Examinations</a>		
Contact:	Director of Assessment		

## Preamble

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Undergraduate Medical Education (UGME) students are governed by the campus-wide policies and regulations stated in the UBC Calendar under [Student Conduct During Examinations](#). The following UGME-specific policies and procedures are supplemental the UBC calendar statement.

## Policy

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1. UGME students will arrive at the scheduled exam room 15 minutes prior to the posted start of the exam, unless otherwise specified.
2. For exams being held in the multipurpose labs, students will arrive 45 minutes prior to the posted start of the exam.
3. Students will not be permitted to enter the exam room after the expiration of 30 minutes from the scheduled starting time and should not leave during the first 30 minutes of the exam. The exam end-time will not be changed for students who arrive late.
4. Should the exam run 45 minutes or less, no student shall be permitted to enter the exam room once the exam has begun.
5. The following will be documented on the Incident Report for the Regional Student Promotions Committee:
  - 5.1. Use of an electronic device other than a simple calculator and/or laptop.
  - 5.2. Late arrival at any point after the official exam start time.



- 5.3. Failure to comply with pre-assessment requirements, e.g., to take practice tests as instructed and download the exam.
6. Environmental accommodations will only be provided with prior approval from the Centre for Accessibility – see Examination Accommodations Policy #033.

## Procedure

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### 1. Before the Examination

- 1.1. Students will remain outside the exam room until invited to enter by the exam invigilators.
- 1.2. Students must sign in before the examination.

### 2. Personal Effects/Electronic Devices

- 2.1. No electronic or other memory-aid devices may be used while in the exam room, or while writing an exam. Electronic devices include, but are not limited to, cellphones, smartphones, tablets, smart watches, fit bits, and Bluetooth headphones.
- 2.2. Bags (including purses and lunch bags), books, and electronic devices, other than laptops and charging cables, are not permitted in the exam room.
- 2.3. Students may use a simple, non-programmable calculator. Programmable calculators and other non-standard calculators are not permitted in the exam room.
- 2.4. Students may bring a non-smart watch or use the individual timer on the laptop screen when using the exam-taking software.
- 2.5. No headphones of any kind, including noise-cancelling, are permitted in the exam room. A student found with headphones will be asked to remove them and store them away. Students may use ear plugs but not headphones.
- 2.6. For Year 3 and 4 students, bags and belongings may be stored directly underneath the student's seat. Electronic devices other than laptops being used for the exam must be powered off and stored inside the bag, underneath the student's seat.

### 3. During the Examination

- 3.1. Students will sit at least one seat apart, or in the designated seat assigned to them at sign-in. All seating change requests must be approved by the Written Exam Coordinator.
- 3.2. Exam instructions are given prior to the start of the exam and will not count in the allotted exam time.
- 3.3. All exam booklets or online exams should remain closed until an invigilator informs the students to open them or login.
- 3.4. If writing a paper exam, students should double-check that the name on the front of the exam booklet and answer sheet are correct.
- 3.5. An invigilator will announce the commencement of the exam.
- 3.6. An individual timer will appear on the screen when using exam-taking software.
- 3.7. During the exam students must not:
  - communicate with other students;
  - use reference materials;
  - look at another student's exam screen, booklet, or answer sheets;
  - copy questions and/or other exam materials;

### 4. Conclusion of the Exam

#### With time remaining:

- 4.1. Upon completion of the exam, if using paper, students will bring the exam booklet, answer sheet, and any additional exam materials to the invigilator.

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- 4.2. If using exam-taking software, students will show the confirmation screen to an invigilator before signing out, and return scrap paper and any additional exam materials.

**When time expires:**

- 4.3. Students must close all exam booklets, put down all writing utensils or submit their exam electronically, remain seated and await further instructions from the invigilators at the end of the exam.
- 4.4. All students must sign out with an invigilator and return all exam materials to staff.

**Review History**

Action	Committee	Date	Status
Reviewed	MD Undergraduate Education Committee (MDUEC)	18 July 2015	Approved
Revised	MDUEC Policy Advisory Subcommittee (PAS)	June 2016	Endorsed
Reviewed	Policy Advisory Subcommittee	07 November 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee (UGMEC) – procedure only, for information	19 November 2018	Approved
Reviewed	COVID TF added red box – no policy change	23 March 2021	Approved
Reviewed	Red box removed – no policy change	15 November 2021	Approved
Reviewed	Policy Advisory Subcommittee	21 July 2022	Endorsed
Reviewed	Legal Counsel	02 August 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	15 August 2022	Approved