

MD Program Examination Rules and Regulations

Approved by: Undergraduate Medical Education Curriculum Committee

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General Regulation on Taking Examinations as Scheduled

Students are required to be present at examinations as scheduled. However, illness or personal circumstances may interfere with a student's ability to adequately prepare for or write an examination as scheduled. In these circumstances, students should contact the appropriate Course Director as soon as the problem becomes apparent. It is the responsibility of the Course Director to determine whether the circumstances warrant an accommodation.

Students who feel that their performance on an examination may have been compromised by their personal illness or personal circumstances must complete a Petition for Consideration for Performance on an Examination or Assessment form through the Office of Enrolment Services. This form should be completed within 24 hours of the scheduled examination and may require medical documentation.

Rules for the Conduct of Written Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
3. No materials shall be brought into the room or used at an examination except those authorized by the Chief Presiding Officer or Examiner.
4. Bags and books are to be deposited in areas designated by the Chief Presiding Officer and are not to be taken to the examination desk or table. Students may place their purses on the floor under their chairs. All electronic devices not required for the examination are to be turned off and must remain in bags in the designated area.
5. The Chief Presiding Officer has the authority to assign seats to candidates.
6. Candidates shall bring their signed photo identification and place it in a conspicuous place on their desks.
7. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
8. Candidates shall not communicate with one another in any manner whatsoever during the examination.
9. Candidates who bring any unauthorized material into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the University of Toronto *Code of Behaviour on Academic Matters*, including the loss of academic credit and expulsion. The sharing of examination questions is also considered a breach of academic integrity under the University of Toronto *Code of Behaviour on Academic Matters*.

10. Candidates shall remain seated at their desks during the final ten minutes of each examination.
11. At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the instructor.
12. Examination books and other material issued for the examination shall not be removed from the examination room except by authority of the Chief Presiding Officer.
13. Errors relating to wording, spelling, punctuation, numbers or notations may be dealt with during the examinations. Ambiguities will normally be referred to the Course Director in writing within 24 hours of the examination.
14. The University is not responsible for personal property left in examination rooms.

Rules for the Conduct of OSCE Examinations

1. Candidates must arrive at the examination site at least twenty minutes before the commencement of the examination.
2. If a candidate arrives after the commencement of the examination, it will be at the discretion of the Chief Presiding Officer whether she/he will be allowed to participate in the examination and whether she/he will be allowed additional time beyond the announced conclusion of the examination.
3. Candidates must present with appropriate picture identification, lab coat, stethoscope, watch with a second hand, clipboard, blank sheets of paper, pens and pencils. Failure to do so may prevent the candidate from sitting the examination.
4. All extraneous items not explicitly approved as allowable aids for the examination, shall be placed in a designated secure storage area under the supervision of the invigilators.
5. Each candidate will proceed through the sequence of stations as assigned by the Chief Presiding Officer.
6. Candidates are responsible for ensuring that all information is written legibly.
7. Where standardized patients are used in the course of an examination the candidate will extend the same respect and professional courtesy as that which is appropriate for any clinical interaction.
8. No candidate shall discuss any part of the examination with another for the duration of the exam period. The administration period of the examination includes all sessions of the examination which are conducted for separate groups of candidates that may occur on separate days. Candidates found to be violating this prohibition are liable for penalties under the University of Toronto *Code of Behaviour on Academic Matters*, including loss of academic credit or expulsion.
9. A candidate shall not otherwise engage in behaviour that is disruptive to the examination process. Characterization of behaviour as disruptive and expulsion of a disruptive candidate from the examination site will be at the discretion of the Chief Presiding Officer.
10. If a candidate feels that her/his performance has been compromised as a result of an irregularity in the conduct of the examination she/he must report the irregularity to the Chief Presiding Officer prior to leaving the examination site.
11. No portion of the examination shall be retained by a candidate after the conclusion of the examination except where explicitly authorized by the Chief Presiding Officer.