

MD Program Examination and Mastery Exercise Rules and Regulations

Approved by: MD Program Curriculum Committee

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General Regulation on Taking Examinations and Mastery Exercises as Scheduled

Students are required to be present at examinations and mastery exercises as scheduled. However, illness or personal circumstances may interfere with a student's ability to adequately prepare for or write an examination or mastery exercise as scheduled. In these circumstances, students should contact the appropriate Course Director as soon as the problem becomes apparent. Further details about how to submit notification for an unplanned absence can be found on the MD program's school absences webpage (www.md.utoronto.ca/school-absences). It is the responsibility of the relevant Curriculum and/or Course Director to determine whether the circumstances warrant a deferral.

Rules for the Conduct of Written Examinations, including Mastery Exercises

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 an examination and at least 15 minutes before the commencement of a mastery exercise.
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. Possession of an unauthorized aid on a candidate's person during an examination or mastery exercise is a breach of academic integrity, with the potential for academic penalties. This includes cell phones or other electronic devices, even if they are turned off. 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 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. Photo identification is not required for mastery exercises.
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. Students who are 10 or more minutes late for a mastery exercise will normally be directed to a separate computer lab to complete the exercise.
8. Candidates shall not communicate with one another in any manner whatsoever during the examination.
9. Candidates who use or view any unauthorized materials or electronic devices while their examination is in progress, 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. The sharing of examination questions is 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. For paper-based examinations, 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 normally arrive at the examination site at least twenty minutes before the commencement of the examination; students may be directed to arrive earlier than 20 minutes for some examinations.
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. Possession of an unauthorized aid on a candidate's person during an examination is a breach of academic integrity, with the potential for academic penalties. This includes cell phones or other electronic devices, even if they are turned off.
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.