

Guidelines for Conduct of Proctored Exams in Phases I and II

Posted for the Assistant Dean, Essentials Core [Andy Bradford, PhD](#)

Exams will usually take place in the large lecture halls (ED1 1300 & 1500), with students occupying every other seat. **Students will be randomly assigned to a room and must take their exam in that location.** Exams for Students with accommodations will be administered and proctored by the [Office of Disability Resources](#).

Students should arrive and be seated ready to start, in their assigned room, at least 5 minutes prior to the exam start time (as determined by the Proctor). Students will bring their own laptop or tablet and must ensure that they are fully compliant with current updates and required specifications (See [Student Policies and Procedures Handbook](#)). Students are responsible for bringing power adapters and having adequately charged batteries. Backpacks, cameras, headphones, recording devices, mp3 players, phones, smart watches and all other electronics (with the exception of approved medical devices) are **prohibited** and are to be turned off and stored in a locker or placed at the front of the exam room. Soft-foam earplugs without strings are permitted.

Students may have water at their station but **no food is permitted** in the exam room. Pencils and note paper (or dry erase boards and markers) will be provided, but these must remain in the room and note paper will be discarded upon completion of the exam, before exiting.

No talking is allowed during the exam, except for Students experiencing technical difficulties, health problems, or other emergency, who should notify the Proctor. Students needing to use the restroom during the exam will not need to be escorted but should leave and re-enter as quietly as possible. No additional time will be allowed for students who need to leave the room, except for technical issues, fire alarms, or other unusual isolated incidents beyond the control of the student. Students who experience an emergency will be allowed to reschedule. Students

finishing the exam early may exit the room once they have submitted their exam online. Students are expected to adhere to the CU Medical School Honor Code at all times.

Students arriving late must report to the Proctor, who will note the time and the students name. Students arriving more than 15 minutes after the designated exam start time (as determined by the Proctor) will not be seated and will need to petition the Assistant Dean Essentials Core to reschedule their exam. **All late students will be required to meet with the Assistant Dean** and provide an explanation for their tardiness. Students arriving less than 15 mins late will be allowed to take the exam but must complete their exam within the allotted time frame and, upon review by the Assistant Dean and Block Directors, **unexcused tardiness may incur a penalty.**

Students who are unable to attend an exam due to acute illness, or other emergency, must notify the Assistant Dean as soon as possible. Non-emergent requests to delay an exam will require a Doctor's note and/or recommendation from the Office of Student Life Deans. In the event of a fire alarm, building evacuation or other interruption during an exam, students will follow the directions of the Proctor, who will initiate recommended emergency procedures and notify the Assistant Dean. Interrupted Exams will be resumed as soon as possible or be rescheduled as needed. In the event of a campus closure or delayed start, exams will be rescheduled as soon as possible.