The following examination procedures coincide with the UTMB exam confidentiality agreement. It is your responsibility to be familiar and comply with all examination procedures.

**FOR ALL EXAMS:** Students must be in their assigned exam seat or location at the designated time and be prepared to follow instructions. Sufficient time should be allowed prior to the exam to place personal belongings in a locker.

A. **COMPUTER-BASED EXAMS:** Students will be provided with an erasable note board and a dry erase marker.

1. All students are to sit in their ASSIGNED seat and display their I.D. badges on the desks (no badge holders/hangtags allowed.) Please refrain from talking while seated in the testing center. Students are not permitted to leave the room until the exam has started.

2. Personal items are not permitted in the testing room, including exam orientation areas. These items include, but are not limited to: cell phones, electronic devices, pagers, purses, wallets, keys, backpacks, sunglasses, iPods, calculators, PDA’s, scribe notes, note cards, books, flashcards, and watches of any kind. No coats, outer jackets, caps, hats, or sunglasses are allowed. Hair accessories are subject to inspection. Examinees should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. An examinee wearing any of these items may be prohibited from wearing them in the testing room. Students must leave these items at home, in their University-assigned lockers, or in the testing center lockers.

3. Ears may not be concealed, except for attire worn for religious purposes. Scarves or hooded sweatshirts may not cover the head or ears. Sweaters and hoodies must be worn at all times or stored in your locker prior to the exam.

4. Ornate jewelry is prohibited. All jewelry for the arms and hands is prohibited except for wedding and engagement rings.

5. All examinees will be required to remove eyeglasses for close visual inspection by the test center administrators and proctors. These inspections will take a few seconds and will be performed at check-in and upon return from breaks.

6. Restroom breaks will be allowed during the examination period, if necessary. Only one student at a time will be allowed out of each testing room. Students should press the pause button and take the erasable board, pick up the pass posted on wall, exit the designated doors, and proceed to the proctor in the foyer and sign in/out. Please note that the pause button does **not** stop the timer on the exam. Outside the restroom, students will be asked by a proctor to **empty their pockets and are limited** to a short time period (approximately 3 minutes) before they must return to the testing area.

7. Students may be asked to leave the examination room and may be searched if a proctor perceives any irregular behavior. At the end of the exam, all students will be instructed to log off from the computer, clean and return the erasable board and marker and return to a proctor.

8. Students may not reenter the testing room once they have completed the exam. Students will be asked to exit the testing center immediately after completing the examination.

9. To ensure that restrooms are available for those still taking the exam, students who have finished the exam will not be allowed to use the testing center restrooms.

10. Course and Module Directors may not be present to proctor or answer questions.

*Failure to comply with any instructions is considered as unprofessional and may result in an ECN and Disciplinary Action.*

B. **PRACTICAL EXAMS:** Course Directors may be present to assist in exam proctoring, but will not be available to answer questions. Students must provide a #2 pencil for practical exams and their ID badge. The instructions regarding personal belongings and clothing listed above (Section A) will apply for lab exams.

1. Personal items are not permitted in the testing room, including exam orientation areas. These items include, but are not limited to: cell phones, electronic devices, pagers, purses, wallets, keys, backpacks, sunglasses, iPods, calculators, PDA’s, scribe notes, note cards, books, flashcards, and watches of any kind. No coats, outer jackets, caps, hats, or sunglasses are allowed. Hair accessories are subject to inspection. Examinees should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. An examinee wearing any of these items may be prohibited from wearing them in the testing room. Students must leave these items at home, in their University-assigned lockers, or in the testing center lockers. All students must report to the appropriate meeting location at the designated time and be prepared to follow instructions.
2. Students will walk as a group to the lab location, and take their place in the designated sequence and location to begin the session.

3. Communication between students is not allowed during the exam session. Please refrain from talking until after exiting the laboratory area.

4. Students must return all testing materials before leaving the laboratory area.

5. Course and Module Directors may be present to proctor exams but cannot answer questions regarding exam content.

*Failure to comply with any instructions is considered as unprofessional and may result in an ECN and Disciplinary Action.*

**NOTE:** Specific examination procedures may vary slightly depending upon the testing venue as well as unanticipated factors. The testing center and/or Educational Affairs staff will communicate these procedures to the students prior to examination if possible, or as these situations present.

**STUDENT ACCOMODATIONS:** Any student requiring testing accommodations must submit a formal request to the ADA coordinator. Written approval from the ADA Coordinator must be received by the Instruction Management Office no less than two weeks in advance of any scheduled exam session.

**C. CLINICAL-BASED EXAMS and WORKSHOPS:** Students are required to provide a writing utensil (pen or pencil) and dress appropriately for a patient encounter i.e., a short white coat, stethoscope and their ID name badge. All students must adhere to the Expectations for Appearance (see below) during encounters in the Standardized Patient Center. The instructions regarding personal belongings/clothing listed above (Section A) will also apply for clinical exams with the following exception; Watches without computer capability or memory are allowed during exam sessions in the SP center only.

1. Students must report to the Orientation Room at the designated time and dressed professionally for a patient encounter (Refer to Expectations for Professional Appearance excerpt below.)

2. Personal belongings are not allowed in the SP testing center or orientation room. (Refer to Section A.2.)

3. Students will sign the exam roster, receive ID badges and a brief orientation.

4. Exam materials are provided in the main testing center hallway. This may include a clipboard, note paper, normal lab values, patient examination tools, etc. All testing materials must be returned to a proctor before exiting the center.

5. Students will receive an announcement indicating when they may begin and rotate to each sequential station. Writing on the provided note paper is not allowed until the announcement is made to do so.

6. Talking is not permitted during the examination or exam breaks, regardless of the subject matter.

7. Restroom breaks are allowed at the discretion of the proctor and may not result in a delay of the exam. Longer exams (3+ hours) will include a break to allow restroom use at the halfway point.

8. At the conclusion of the exam session, students will be instructed on how to return their test materials. All test materials must be returned prior to exiting the testing center.

9. Clerkship/Course Directors may be present as proctors but are not able to answer questions regarding exam content.

*Failure to comply with any instructions is considered as unprofessional and may result in an ECN and Disciplinary Action.*

**IRREGULAR/UNPROFESSIONAL BEHAVIOR**

Irregular/unprofessional behaviors include those witnessed as they occur and behaviors identified through the audio and video monitoring that is conducted in small group and testing rooms, patient examination rooms, writing stations, hallways, and orientation areas. Irregular/unprofessional behavior includes, but is not limited to:

- Recording, discussing and/or sharing of test/examination materials/content.
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- Entering an exam room or beginning a reading/writing task before an announcement to begin.
- Remaining in an examination room or continuing to work on a station after time has expired.
- Talking with or transmitting information to another student, regardless of subject matter.
- Possession of unauthorized materials (section A.2), regardless of whether they relate to the examination.
- Exiting the examination area without authorization.
- Failure to return erasable note board, examination materials, clipboard, ID badge or instruments after an exam.
- Failure to follow proctor instructions.
- Using the computer for anything other than taking the test.

Expectations for Professional Appearance (Grooming and Dress)

The **Office of Clinical Simulation** enforces the following regulations related to personal grooming and professional dress when students are in the Standardized Patient center. These standards apply to ALL student activities in the Standardized Patient Center, not just formal examinations. Please comply with the following:

- Students must be professionally dressed in a clean short white coat (SCRUBS are not permitted for any reason).
- Clothing and white coats should be clean and in good repair.
- Women should be aware of appropriate necklines and skirt lengths.
- Closed toe shoes, socks and tights should be appropriate for a professional encounter.
- Jewelry, including piercings, should be appropriate for a professional encounter.
- Long hair must be tied back to avoid contact with patients. Students will be provided with a hair band if determined necessary and will be required to use it.
- Nails should be clipped to a length that does not exceed the top of the finger.
- If nail polish is worn, it should be in good repair. Nail polish is strongly discouraged for infection control reasons.
- NO ARTIFICIAL NAILS are permitted when working with Standardized Patients.
- Students should pay attention to personal hygiene (deodorant and mouthwash as needed).
- No perfume or cologne should be worn when working with patients.

**A student will not be permitted to engage in the encounter if deemed that the student’s mode of dress or personal grooming is inappropriate.** If a student fails to meet the expectations for a professional encounter, the course directors will be contacted and an ECN will be submitted.

Exam Rescheduling

1. Due to the difficulty in rescheduling examinations, permission to be excused from "high-stakes" (e.g., mid-term, final, clinical skills, shelf exams) examinations must be obtained in advance from the Associate Dean for Student Affairs and Admissions, and is limited to reasons of health, personal tragedy, religious holy days or presentation at a national professional meeting.

2. Although requests for exceptions will be considered on a case-by-case basis, residency interviews, family events and personal travel generally are not considered reasons for missing an examination.

**NOTE:** Students arriving to any high stake exam after the designated time will be directed to the **Associate Dean of Student Affairs** or their designee.