JABSOM Pre-clerkship Examination Conduct Rules

The University of Hawaii John A. Burns School of Medicine believes in a learning and testing environment of mutual trust and professionalism. It should facilitate student advancement toward meeting the school's Graduation Objectives related to Professionalism, which include academic integrity, honesty, and a commitment to lifelong learning.

Many of the rules reflect the testing requirements of the National Board of Medical Examiners. It is JABSOM's wish to support your success in upcoming exams like the USMLE Step 1 and Step 2 exams as well as selected clerkship exams by helping you become accustomed to these rules. Some of these rules are intended to maintain the integrity of the exam questions. If you have any questions about these rules, please don't hesitate to speak to your course directors. *The exam conduct rules are slightly different for the Anatomy Practical Examination – please see those instructions.* The JABSOM Offices of Medical Education and Student Affairs wish you great success on all your exams in medical school.

1. Students will be seated as directed by the posted start time of the examination.
2. Students arriving up to ten minutes after the start of the examination will be allowed to take the examination in the time remaining. Students who arrive more than 10 minutes after the start of the examination will not be allowed to take the examination, will receive an incomplete grade, and will be reported to OSA. Limited exceptions may be made by the Course Directors for extenuating circumstances.
3. Portable items, including but not limited to backpacks, purses, bags, pencil cases, water bottles, cups, watches, cell phones, and any other electronic or smart devices other than your iPad should not be brought to your seat in the examination room. In some rooms, they may be left in a designated area within the room.
4. The iPad that is used for the examination is required to be free of accessories, such as cases and keyboards, for the duration of the exam.
5. Students may have soft foam earplugs.
6. Students may wear sweaters and jackets with hoods, but they may not wear the hood portion during the exam. Any hats that are worn may not cover the students' ears.
7. Facial tissue will be provided upon request. Students cannot use their own facial tissue.
8. Pencils and erasers will be provided. Students cannot use their own writing instruments.
9. Each student will be provided with one full-sheet of colored paper to be used as scratch paper during the exam. Students must write their first and last name on the top of the paper and return it to the proctors at the end of the exam. Other than their name, students should not begin writing on their scratch paper until the official start of the exam.
10. The class ombudsman or designee will read the Exam Honor Pledge out loud prior to the start of the exam.

11. Anytime a student leaves the exam room, they must bring their iPad to the proctors and place it face down on the table in view of the proctors. When leaving the exam room, students should minimize the noise they make so as to not disturb others.
12. The number of students allowed to leave the room at a given time may be limited at the discretion of exam proctors. Absence for an extended period may prompt a proctor to check on a student. If you leave the exam room, it should only be to the restroom, water fountain or the area immediately outside the exam room.
13. Students may not retrieve any items from their bags after the start of the exam. If a student deems it necessary to retrieve an item, such as medication, they should ask the proctor prior to retrieving it.
14. Students who have completed their exams before time is up should be mindful of others still taking the exam and exit the room quietly.
15. Accommodated students shall abide by the same rules.
16. Unprofessional conduct and academic misconduct are not tolerated and will result in severe penalty, including not receiving credit for the course and possible dismissal from medical school.

Any exceptions to the above rules are at the discretion of the Course Directors. Students who fail to abide by the rules will be referred to the Office of Student Affairs, and may receive an "incomplete" or "no credit" grade for the course.

Approved by PEC May 2016, most recent update January 9, 2026.