

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 life-long 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 at least every other seat at 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, subject to the discretion of the course directors, will not be allowed to take the examination and will receive an incomplete grade.
3. Portable items, including but not limited to backpacks, purses, bags, pencil cases, water bottles, cups, cell phones, pagers, iPods, and other electronic devices should not be brought with you to the examination. In some rooms, they may be left in the front prior to starting the examination.
4. Students may have soft foam earplugs.
5. 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.
6. Facial tissue will be provided upon request. Students cannot use their own facial tissue.
7. Pencils and erasers and/or pens will be provided. Students cannot use their own writing instruments.
8. 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. Students should not begin writing on their scratch paper until the official start of the exam.
9. For paper-based exams, no page markers, e.g. blank sticky notes, will be allowed.
10. When students leave the exam room to go to the restroom, they must bring their exam/iPad to the proctors at the front of the classroom.
11. The number of students allowed to use the restroom 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. Students may only leave the testing room to use the restroom.
12. Students may not retrieve any items from their bags after the start of the exam.
13. The class ombudsman or designee will read the Exam Honor Pledge out loud prior to the start of the exam.
14. Accommodated students shall abide by the same rules.
15. Cheating is 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.