

Policies for Exam Administration and Security

NOTE: These items were discussed and favorably received at a joint meeting of the three DDS Teaching Committees on February 15, 2018.

1. Prior to distribution of an exam, all extraneous materials must be deposited at the front of the room or other designated area. This includes (among others) laptops, tablets, backpacks, books, notes, hats, food and drinks, cellphones (turned off), smartwatches, or any similar electronic devices. Once these items are deposited in the designated area, the items cannot be retrieved until the student completes and submits the test. This includes bathroom breaks while the exam is in progress. If a student is found to possess any extraneous items during an exam, the student will automatically fail the exam. Students may bring only pens, pencils, erasers, and calculators (if required for the test) to their seats.
2. Course directors should strongly consider assigned seating, with random arrangements for each exam posted a few minutes before the exam. At the proctor's discretion, students may need to be moved from their initial assigned seat during the exam.
3. The exam room should be proctored appropriately, ideally with more than one person.
4. Instructors/proctors will not answer content-related questions during an examination, which:
 - (a) ensures that all students have access to the same information;
 - (b) avoids distracting other students during the exam; and
 - (c) allows the proctor(s) to monitor the exam environment adequately.

Note: We recognize that sometimes an exam question is not perfect. So, if a student has a concern about a question (e.g., unclear wording), the student may write his/her concern in the margin of the exam itself or email the instructor later.

5. Only one student may leave the room at a time to use the restroom. A student who leaves the room must sign in and out on a sheet at the proctor's desk. Course directors may prohibit all bathroom breaks during short exams (two hours or less), barring documented medical necessity for a break.
6. Students must be present for the exam at the time it begins. Students entering an exam cannot begin the exam if someone has already completed it and has left the room. If a student enters an exam late, the student must turn in the exam by the end of the time interval previously allotted for the exam. For example, if a student is 20 minutes late for a two-hour exam that begins at 9 AM, the student must turn in the exam in by 11 AM.
7. Where available, electronic surveillance (cameras) will be used.