



## Policy Name: UGME Examinations and Assignments Policy

**Approved By:** MDCM Program Committee

**Approved On:** June 1, 2020

**Updated by:** Governance Officer, Medical Education

**Updated on:** May 13, 2020

**Pertinent to:** MDCM students and faculty

**Purpose:** General policy on examinations and assignments for the MDCM program

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### Preamble

Students are expected to behave in a professional and responsible manner at all examinations, exam review sessions, and in preparing and submitting assignments. The regulations outlined below permit the UGME Office to ensure all examinations and assignments are administered in an organized, fair and equitable manner for all students.

### Regulations

1. In addition to any specific regulations outlined below, all examinations and assignments are governed by the [McGill University Exam Regulations](#), where applicable, and by the [McGill University Student Assessment Policy](#). Conduct related to examinations and assignments is governed by the [Code of Student Conduct and Disciplinary Procedures](#). Students are expected to be familiar with, and adhere to, these University regulations, policies and codes. The definitions of plagiarism and cheating are described in the Code of Student Conduct and Disciplinary Procedures. A student guide to avoiding plagiarism can be found [here](#).
2. Examination and assignment regulations apply to all assessments during the MDCM Program. This includes laboratory examinations, examinations in the clinical setting, and examinations at the Simulation Centre.
3. All examination information is confidential. Any transmission of examination information, either written or verbal, is prohibited. No one is permitted to make written notes or to record, in any way, the contents of an examination. Students must not procure, use, or attempt to use or distribute any improper or unauthorized materials. This includes core materials (e.g., names of patients) used in oral exams or -Structured Clinical Examinations (OSCEs).
4. Talk or any other form of communication, including electronic communication, between candidates is forbidden during an examination. All communication devices must be deposited with the

invigilators prior to the start of the examination. The personal electronic device (e.g., laptop) being used by the student for an online examination must be configured to prevent communication and access to material on the device during the exam. Students are required to download the Speedwell Safe Exam Browser app onto their personal device. This app stops a candidate from interacting with their computer operating system and other applications/programs during an exam.

5. Students may not leave the examination room during the first hour. No student will be allowed to enter an examination later than one hour after it has started. Students who present for the exam later than one hour after it has started will be unable to take the exam and receive a zero (0) grade. Students who arrive after the examination has begun, within the first hour of the exam, will not be given extra time. No student will be permitted to leave during the final fifteen minutes of the examination.
6. Every student has a right to submit in English or in French written work that is to be graded (See: McGill University [Charter of Student Rights](#), point #15). This includes the right to respond to short answer / free-text exam items in English or French. Personal dictionaries are not permitted; however, a French-English dictionary will be available at examinations upon request.
7. Every student must bring an [appropriate personal electronic device](#) (e.g., laptop computer) with a functioning power cord to all online exams and quizzes. Students who present for the exam without a suitable personal device will be unable to take the exam and receive a zero (0) grade. The UGME Office will not provide alternate arrangements for a student to take the exam if s/he arrives to the exam without a personal device or without a power cord for an undercharged personal device. Students may bring a mouse to the exam.
8. A student may challenge an exam question (i.e., item) that s/he believes to be *unclear* or *unfair*. In order for an item challenge to be reviewed by the MDCM Program, the student must:
  - Submit the item challenge during the examination directly in the Speedwell Safe Exam Browser app *or* during an exam review session using the 'challenge sheet' supplied by the UGME Office and submitting it to the invigilator at the end of the session.
  - Clearly indicate the basis for challenging the exam question. For example: A question might be unclear because of use of abbreviations or acronyms that are not familiar to students, having an ambiguous question, or having ambiguous or vague response options to select from; A question might be unfair because it tests material that is not part of the learning objectives, teachers gave conflicting messages about the subject matter, or it is impossible to answer between the question or response options are incomplete or there are two *equally* correct response options.

Challenges that do not meet the above criteria cannot be considered. Challenges that meet the above criteria will be reviewed by the Course Director following the examination and/or exam review session. Decisions about challenges are not made during examinations or exam review sessions.

9. Any alleged breach of examination regulations during examinations or examination review sessions will be reported to the Chief Invigilator, and the Associate Dean, UGME; where applicable, the

Associate Dean Academic, Faculty of Dentistry will also be notified. Such incidents will be entered on the student's record and will lead to an investigation under the Code of Student Conduct and Disciplinary Procedures where applicable. Examples of reportable incidents include: exhibiting suspicious, inappropriate or disruptive behaviour; communication or consultation with others, the internet, or reference and study materials; and possession of an unauthorized electronic device. Such behaviour can be evidence of unprofessional conduct and, therefore, grounds for a finding of unsuitability to continue in the Program.

10. Any student who wishes to have a third-party reread of an examination or assignment must contact the course director within 15 days of receiving his or her grade.
11. A student may not miss an examination or assignment deadline without justifiable reason and approval of the UGME Office. Students who are absent from an exam or who fail to submit an assignment by the stated deadline without approval of the UGME Office will receive a zero (0) grade. *Deferred examinations* or extensions on course requirements (e.g., assignments) are granted at the discretion of the Associate Dean Undergraduate Medical Education (UGME) or the Assistant Dean Student Affairs. Requests for deferred examinations or extensions will be considered only for the following reasons: valid health issues, family crisis or personal crisis. The student must make his/her request for a deferred exam prior to the scheduled exam. Supporting documents (e.g., physician's note) will be required, and may be verified by the WELL Office.
12. When a deferred exam is approved, a student who has an approved absence from a final exam will have a new exam date scheduled by the UGME Office; when an in-course examination (e.g., midterm) is missed with the approval of the UGME Office, the weight of the exam will be transferred to the final examination.
13. A student cannot defer more than 2 examinations in one promotion period. (See [Promotion Regulations](#) Point 9).
14. A student who has failed an examination or assignment may be eligible for a *remedial activity*. (See [Promotion Regulations](#) Point 14).
15. A student who has failed a course may be eligible for a *supplemental activity*. (See [Promotion Regulations](#) Points 15 & 16).

## Procedures

1. Candidates must remain seated. A candidate needing to speak to the Invigilator (e.g., to ask for additional supplies) should so indicate by raising his or her hand.
2. Questions concerning possible errors, ambiguities, or omissions in the examination instructions or items must be directed to the Invigilator, who will investigate them through the proper channels. The Invigilator is not permitted to answer questions other than those concerning the examination instructions or items.

3. All work must be done in accordance with the examination instructions and must be handed in to the Invigilator and/or submitted electronically for online examinations.
4. Food is permitted at the discretion of the Chief Invigilator. Food should be brought in prior to the exam. Students will not be permitted to go to vending machines/the cafeteria during an examination.
5. Only one student at a time will be allowed to go to the washroom, and the student must be escorted there and back by an Invigilator.
6. Personal devices need to meet the following technical specifications:

Operating System	Windows 7 or later MAC OS X 10. 8 or later
Browser	Internet Explorer 9, 10, 11 (32 and 64 bit) FireFox 25+ Chrome 30+
Javascript	Javascript must be enabled
.NET framework (for PCs only)	4.5.2 or higher
Other	The exam runs best on portable devices with screen sizes 13 inches and larger

N.B. The following systems will not support the exam system:

- Devices not running full operating systems (may apply to some Surface tablets, iPads, etc.)
  - Android based operating systems
  - iOS based operating systems (iPhone, iPad)
7. All other programs must be closed (not running); the system will not function correctly if other programs are running. If a student is not sure as to whether their personal device will support the Speedwell Safe Exam Browser app, or has made changes their personal device, operating system/ etc., they must contact the UGME office no later than 2 business days prior to the exam to ensure that the Speedwell (Safe Exam Browser) app is running correctly/ has been reinstalled.
  8. The administrative staff present at the exam will provide technical assistance. If the technical issue is something that could not be avoided, the UGME Office will provide an alternate solution to enable the student to write the exam.
  9. A mock test will be created for all students prior to their first exam in each Component (i.e., beginning of FMD, TCP, Clerkship) to ensure that their personal device is correctly running the Safe Exam Browser app. All students should complete the mock test 1 week prior to the exam. Should the student experience a technical issue during the mock test, the student is expected to notify the administrator of the course no less than 2 business days before the exam so that the issue can be dealt with prior to the exam.
  10. Students are able to flag and use highlight/strike out/underline and question challenge functions on an exam directly in Speedwell (Safe Exam Browser) (see: [Speedwell Manual](#))

**Document History**

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