

Preclinical Phase DVM Program Examination Policy

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Introduction

This document outlines the rules and expectations of students when they take an examination in the preclinical phase of the DVM Program in the College of Veterinary Medicine (CVM) at Michigan State University (MSU). It is the sole responsibility of the student to read, understand, and comply with the Preclinical Phase DVM Program Examination Policy.

Violation of any section of this policy may result in punitive action as described below. Violations are cumulative across all semesters of the preclinical phase curriculum. Penalties outlined below apply to all sections of the DVM Program Examination Policy. Alleged academic dishonesty may result in additional penalties not listed below. Please see the Academic Honesty Policy for additional information.

- a. First and Second Offense
 - i. Written warning
- b. Additional Offenses
 - i. May result in increasingly more severe penalties including but not limited to:
 - i. Official write up for poor professional behavior that will be added to the student’s permanent file.
 - ii. Issuance of a penalty grade of zero points on an examination.
 - iii. Academic recess.
 - iv. Dismissal from the DVM Program.

Definitions and Technical Needs for Written Assessments

- a. An examination is defined as any quiz, examination, or other assessment administered on paper or with ExamSoft software.
- b. For a written assessment(s), students will need a laptop with either a Windows or Mac operating system.
- c. ExamSoft minimum system requirements: <https://examsoft.com/resources/examplify-minimum-system-requirements/>
- d. ExamSoft assessments cannot be taken on an iPad.

Prior to the Examination

- a. It is the responsibility of each student to ensure the correct examination has been downloaded to their personal electronic device prior to their arrival at the scheduled assessment.
- b. All technology-related issues including but not limited to device functionality, battery power, privacy screen, downloading notes stored in the cloud prior to open note examinations, and compatibility with ExamSoft are the responsibility of the student.

Arrival at the Examination

- a. Students must arrive at least 10 minutes prior to the scheduled examination start time.
- b. All personal belongings must be placed on the side of the room prior to starting the examination. Please refer to personal belongings for a detailed list of permitted and prohibited items.
- c. Scrap paper will not be distributed until the examination start time.

Personal Belongings

- a. Permitted: All permitted items may remain on the student's desk/person throughout the duration of the examination. All permitted items are subject to inspection.
 - Ear plugs
 - Face Mask
 - Headwear (must not cover eyes or ears)
 - Keyboard
 - Laptop
 - Laptop charger
 - Mouse
 - Pencils/Pens
 - Photo ID
 - Water bottles/drinks
- b. Prohibited: All prohibited items must be put away along the wall of the examination room and not on the desk/your person. Any electronics must be turned off prior to the scheduled examination start time.
 - Backpacks
 - Bags/briefcases/purses of any size
 - Cell phones
 - Computer accessories not stated in the permitted list
 - Food
 - Headphones/earbuds
 - Fitness wrist bands
 - Keys
 - Laptop sleeve
 - Paging/communication devices
 - Recording/filming devices
 - Reference materials (books, notes, papers)
 - Secondary screens/displays
 - Styluses
 - USB drives/external storage
 - Watches (analog, digital, and smart)
- c. Permitted at Select Exams:
 - Calculators
 - Must have memory cleared

- Cell phones may not be used as calculators
 - Written notes and/or reference material
 - Must be downloaded to the device or hand-written
- d. Headwear Exception: Nothing may be worn on a student's head that covers the student's ears or eyes other than for religious or medical purposes.
 - **Please note**: A doctor's note may be requested for any medical related device covering the eyes or ears.

Examination Procedure

- a. Arrive at least ten (10) minutes prior to the scheduled examination start time. Timely arrival will allow any IT issues to be resolved prior to the start of the examination.
- b. Show your photo ID to a proctor, member of the Office of Student Engagement and Success or member of the Office of Professional Education before entering the examination room.
 - Students who do not show photo ID may be asked to leave the examination without the option to reschedule.
- c. Once a student chooses their seat in the examination room, they cannot change seats.
- d. Each student must place their photo ID on the desk in an easily visible location prior to the start of the examination. The photo ID must remain on the desk throughout the duration of the examination.
- e. All personal belongings on the prohibited list must be placed along the wall of the examination room and all prohibited electronics must be powered off at least five (5) minutes prior to the start of the examination.
 - Any student in possession of any prohibited item(s) during the examination will be asked to place the item(s) against the wall at the side of the room.
 - Failure to do so may result in confiscation of any item(s) until the student's examination is complete or the receipt of an official write up for poor professional behavior will be added to the student's permanent file.
 - Pencils will be provided by the examination proctors no sooner than five (5) minutes prior to the start of the examination, and only once all desks are cleared except for items on the permitted and permitted only with advance permission lists in personal belongings.
 - All students must have a privacy screen covering their laptop screen at the start of the examination and throughout the duration of the examination.
 - The examination and review passwords will be displayed at the front of the room at the scheduled examination start time.
 - Students must enter the examination password and proceed to the **Do Not Start Until Instructed** screen.
 - Students must not advance past the **Do Not Start Until Instructed** screen until an examination proctor, member of the Office of Student Engagement and Success or member of the Office of Professional Education gives permission.
 - Scrap paper will be handed out at this time.
 - Students are prohibited from taking notes on their scrap paper before logging into their examination in ExamSoft.
 - Any student taking notes on their scrap paper before logging into their examination in ExamSoft will have their scrap paper confiscated and replaced.
 - Any student that needs assistance or additional scrap paper during an examination should raise their hand to attract the attention of a proctor.
 - Upon completion of the examination and five-minute post-examination review in ExamSoft, students must show an examination proctor,

- member of the Office of Student Engagement and Success or member of the Office of Professional Education their green upload confirmation screen prior to closing their laptop.
- Students must return their pencil and all scrap paper to the designated scrap paper return bin at the front of the room.
 - Leaving the examination room with any scrap paper is considered academic dishonesty and may result in the filing of an Academic Dishonesty Report with The Graduate School at Michigan State University.

Additional Considerations

- a. Only one student may leave the room for a restroom break at a time during an examination.
 - No student is permitted to leave the examination with any personal belongings aside from necessary hygiene products.
 - Students must come to the front of the room and sign out before leaving the examination room. Students must also sign in on their return.
- b. Please be aware that a proctor, member of the Office of Student Engagement and Success or member of the Office of Professional Education may need to enter a classroom aisle. Please position yourself with enough space for individuals to pass behind you in the aisle.
- c. Please protect the integrity of your own examination. Always keep all examination materials in front of you.
- d. Students may be assigned a different seat before or during an examination. This is not an implication of cheating and students are required to relocate quietly and without discussion. Any questions can be addressed with the staff after the examination.
- e. Students are prohibited from congregating and holding conversations outside the examination room during or after their examination.
 - Conversations held outside the examination room can be distracting to other students who may still be taking the examination. Students must move conversations away from the examination area.

Absence from an Examination and Make-Up Examinations

Examinations must be taken at the scheduled date and time. Students who are unable to take a scheduled examination due to an emergency must fill out the [Preclinical Absence Request Form](#) within twenty-four (24) hours of the missed examination. An emergency includes, but is not limited to, acute illness, hospitalization, automobile accident, acute illness of a child or other immediate human family member, or death of an immediate family member. If not included in this list, the Office of Student Engagement and Success will determine if it constitutes an emergency. If it is determined not to be an appropriate emergency, the absence will be deemed unapproved. An unapproved absence from a scheduled examination is grounds for the issuance of a penalty grade of zero points. Make-up examinations will not be provided.

Please note: Course moderators, in conjunction with the Office of Student Engagement and Success, reserve the right to determine the date, time and composition of make-up examinations if offered.