

## UT COLLEGE OF DENTISTRY EXAM INSTRUCTIONS

As academic integrity is the hallmark of professionalism required of all College of Dentistry students, the following guidelines govern all written examinations:

1. Students may be assigned seating for any examination at the discretion of the course director. If assigned seating is used, refer to the posted seating charts and verify seat assignment.
2. The proctor will announce when the exam can be started; however, students may remove the scantron sheet and record their PIN number, complete name and personal exam number at any time in the appropriate boxes and fill in the circles. In addition, students should print their name at the top of the first page of the exam book. Follow the proctor's instructions regarding the recording of the exam version. Some course directors levy a penalty for failure to record the correct PIN number or version.
3. Students are responsible for seeing that all textbooks, personal articles, and notes are removed from their immediate test area; they should be placed in the front, rear or sides of the examination room. At their seat students should only have in their possession a #2 pencil, eraser, exam, watch and computer answer sheet. At the discretion of the proctor, a beverage may be allowed.
4. No communication, data storage or recording devices (e.g. cameras, pagers, PDA's or cell phones) may be on the student's person or in the immediate test area during any examination. Communication between students and photographing or copying the exam or any of its questions is a violation of the Honor Code. Cell phone and pagers that are in purses and backpacks must be shut off during the exam.
5. If during the exam a student must leave the examination room for any reason (e.g., use of the restroom) they must have the proctor's permission and should give their test to the proctor. Please return promptly keeping in mind that the time spent is lost to the student doctor.
6. Students should not ask any questions during the exam that concern its content; procedural questions (e.g., missing exam page, illegible exam page) are allowed before and during the exam.
7. If a student finishes the exam early, they must leave the examination room promptly. They should remove any personal belongings at that time since they will not be able to re-enter the examination room until the completion of the exam.
8. Students must protect their own integrity on the exam. The following are the consequences of irregularities during the exam observed by either or both proctors:
  - (a) students may be given a warning at the discretion of the proctor;
  - (b) students may be asked to turn in their examination and be reported to the honor council for investigation.
9. When finished with the exam, students should place their scantron sheet and exam at the appropriate collection site designated by the exam proctor(s).
10. Writing must cease when the time limit expires; if not, the exam could be invalidated.
11. Exam scores will be posted on-line on the BlackBoard course site.
12. The UT College of Dentistry Honor Code governs disciplinary actions that will be taken if a student is found to be guilty of unprofessional conduct during the administration of an examination. All students must sign the following Honor Code statement that is on the first page of all exams.

In accordance with the Honor Code of the University of Tennessee College of Dentistry, I agree that I will neither give nor accept assistance in the taking of this examination, and further agree that I will report any violations of the Honor Code.

Signature: \_\_\_\_\_

Policy approved by Administrative Council on February 20, 2006.