MD Program
UNIVERSITY OF TORONTO

Written Assessment Security Guidelines for Students

These Guidelines are to be followed in conjunction with the MD Program Assessment Rules and Regulations (https://md.calendar.utoronto.ca/academic-regulations)

1. For computer-based assessments, students are responsible for bringing their own device (laptop or iPad). Students must ensure that their personal device meets the minimum system requirements for Examplify **and** ExamID (https://examsoft.com/resources/examplify-minimum-system-requirements/).

2. Students should only be directed to a back-up room and/or be provided with a back-up device if they have a technical issue that cannot be addressed in the main assessment room. In the case of technical issues, students should be allowed the full scheduled time to complete the assessment. Back-up rooms and/or devices are not a requirement for Clerkships.

3. The invigilator/examiner has the authority to assign seats to students in the assessment room. Only the students completing the assessment and those supervising the assessment will be allowed into an assessment room during an assessment.

4. Before students proceed to their assessment desk/table, bags and books are to be deposited in areas designated by the invigilator/examiner and are not to be taken to the assessment desk/table. All other electronic devices are to be turned off and must remain in the designated area. This includes cell phones, smart watches or other electronic devices. Turning off electronic devices is important so that they do not disrupt the class during the assessment.

5. Students must place their student photo ID card at the front of their desk for the invigilator/examiner to record details if suspicious behaviour is identified. Attendance and photo identification of each student will also be completed on Examplify via ExamID on each student's personal device before the start of the assessment. If masks are required, the student will remove their mask for the time that the photo is being taken and put the mask back on after the photo is taken. If the student receives a message that requires a continuation code to proceed, the invigilator/examiner will ask the student to e-mail md.examsoft@utoronto.ca (for Foundations assessments) or the course administrator (for Clerkship assessments) to receive a code to proceed. In this situation the invigilator/examiner must check the students photo ID card and make a note of attendance for the MD Program.

6. Students who arrive late to an assessment <u>will</u> be permitted to enter the room. Students who arrive ten (10) or more minutes late for the assessment will be directed to a back-up room (Foundations and Progress Tests only, while Clerkship students will remain in the same room). Students who arrive late will have their names and the time they arrived recorded. Students who arrive late will not be allowed any additional time.

7. Students will agree to the following Statement of Acknowledgement for every written assessment.

   "I will not share the content of this assessment with anyone other than the Course Director (if the need arises). I will not solicit or provide any information about items, however vague, through verbal or electronic communication including, but not limited to email, text, social media platforms, and chatrooms. I appreciate that doing so will place me in breach of the University of Toronto's *Code of Behaviour on Academic Matters*. In

such an instance, I acknowledge that I would be liable for academic penalties, under the Code."

8. Examplify is the only application permitted to be open on the students device, from the start of the assessment until the student has finished and left the assessment room.

9. The use of paper during the assessment is not allowed. No other materials or aids can be used during the assessment unless explicitly authorized by the invigilator/examiner.

10. Irregularities/errors relating to item wording, spelling, punctuation, numbers or notations, and any questions about the content will not be dealt with during the assessment. Ambiguities and questions should be referred to the course director in writing within 24 hours of the assessment.

11. If leaving the assessment room for a washroom break, students are not permitted to remove their personal devices, cellphones, and bags from the room except by authority of the invigilator/examiner. Students will be escorted to the washroom by an invigilator.

12. Students will remain in their seats until an invigilator approaches their desk to check that they have uploaded their assessment by viewing the confirmation of upload screen. Only once this is complete will the student be able to exit the room. All electronic devices cannot be used until the students exists the assessment room.

13. Students may finish their assessment and leave the assessment room no earlier than thirty (30) minutes after the start of the assessment, and under the supervision of an invigilator. Students shall remain seated at their desks during the final ten (10) minutes of each assessment with their laptop closed, even if they have completed the assessment.

14. If a student finishes their assessment and is expected to stay in their seat they must do so with their laptop or iPad closed and not in use. No other electronic devices can be accessed until they exit the assessment room.

15. The invigilator/examiner instructions and decisions must be strictly adhered to. Students who are not in adherence will have their photo ID card recorded and the issue will be escalated to the course director. If a student has concerns in relation to the delivery of the assessment they should reach out to the course director as soon as possible after the completion of the assessment.