

## **Marshall University Joan C. Edwards School of Medicine Interviewee Agreement and Consents for Virtual Admissions Interviews**

Marshall University Joan C. Edwards School of Medicine is committed to ensuring the accuracy and validity of its virtual admissions interviews. To ensure the accuracy and validity of interview assessment and to provide fair and secure interviewing conditions for all applicants, applicants must adhere to a set of common procedures.

### **The Parties**

The Interviewee Agreement is a legally binding contract between you and Marshall University. The Parties to the agreement are Marshall University, on behalf of the Joan C. Edwards School of Medicine, (hereinafter referred to as Marshall) and the Interviewee (may be referred to as “you” and/or “I” in this document). This Agreement sets forth the terms and conditions under which Marshall will permit you to access and complete the virtual admissions interview. In addition to the terms explained below, all Marshall University Joan C. Edwards School of Medicine admissions policies and procedures *are* expressly incorporated as additional terms of the Interviewee Agreement.

### **Terms and Conditions**

You must indicate that you understand and agree to abide by the terms of the Interviewee Agreement to proceed with the virtual Interview. Before you proceed with the virtual interview, you must agree to each term and condition described below. Adherence to the Interviewee Agreement is necessary to maintain a fair process. By your signature at the end of the Interviewee Agreement, you acknowledge that you have read and understand the terms and conditions herein and agree to abide by them.

1. I certify that I am the Interviewee who has been extended a virtual interview by Marshall. I understand that I must present an accurate and current Photo ID of myself prior to the beginning of the virtual interview.
2. I agree not to engage or attempt to engage in behavior that would provide me with an unfair advantage, or otherwise undermine the integrity, security, or validity of the virtual Interview, including but not limited to:

- a. Taking the video interview in the presence of others, unless approved in advance by Marshall University.
  - b. Receiving assistance from anyone during my video interview, unless approved in advance by Marshall University.
  - c. Using my mobile phone during the interview unless I am communicating with Marshall Medical School Admissions personnel to resolve an issue concerning the interview.
  - d. Searching for potential responses online while completing my video interview.
  - e. Presenting another person's responses as my own.
  - f. Impersonating an Interviewee or engaging someone else to complete the video interview for me.
  - g. Attempting by any means to duplicate, record, or memorize video interview content or questions.
  - h. Causing the interview to be recorded by any means. **The recording of the interview is strictly prohibited.****
  - i. Soliciting, discussing, or disclosing video interview content or otherwise violating the terms of the Agreement with anyone, including but not limited to other applicants to the medical school.
3. I understand that I am responsible for securing a quiet and private place to interview, and must insure that no other parties enter the area at any time during the interview.
  4. I understand that I am responsible for requesting, in advance, any accommodations I may require in accordance with the Americans with Disabilities Act. I further understand that documentation of my disability may be required before an accommodation may be granted. The contact person to discuss an accommodation is Cindy Warren, Assistant Dean of Admissions, (304) 691-1738, [warren@marshall.edu](mailto:warren@marshall.edu).
  5. I understand that I am responsible for securing the proper technology for an effective interview, including but not limited to a computer with audio and video capabilities, and Internet capability with adequate bandwidth for ZOOM usage. In addition, the interviewee must have separate mobile phone access to resolve technology issues should they arise. Should the interviewee be unable to insure the proper technology, or if the technology fails during the interview, the Admissions Office will work to resolve the issue in a manner that is fair and consistent with the interview process.

6. I understand that I must attend using video and may not turn off my video camera during the interview.
7. I understand that I should dress and behave in a manner appropriate for a professional interview.
8. I understand that it is important that I be on time for the interview and have tested the ZOOM technology prior to the interview to insure an effective and timely process.

### **Review and Jurisdiction**

These Terms will be governed by and construed in accordance with the laws of the State of West Virginia. If any of these Terms of use are found unlawful, void, or for any reason unenforceable, then that provision will be considered severable from the remaining terms of use, and will not affect the validity and enforceability of the remaining provisions.

### **Rights to Recordings**

I understand and agree that all recordings from the interview are the exclusive rights of Marshall University. Marshall University owns all rights of any audio, video, and/or photograph captured during the interview process.

### **Interviewee Signature and Acknowledgements**

By my signature below, I understand and agree to the Marshall Virtual Interview Terms and Conditions as stated herein, and to Marshall's collection, storage, and processing of my personal data and the virtual interview for the purposes of the admissions process. I agree that the virtual interview may be recorded by Marshall for purposes of the admissions process, and that only those with a need to know will have access to the interview recording.

By my signature below, I understand and agree that any alleged violation of this Interviewee Agreement or any alleged activity that may compromise the validity, integrity, or security of the virtual interview may be investigated. If I violate the terms of this Interviewee Agreement, or fail to fully cooperate in any investigation of a violation, I may face adverse consequences including but not limited to:

- a. My virtual interview may be placed on hold while Marshall completes its investigation.
- b. My application may be denied by Marshall if the investigation indicates a violation of this agreement, or any act of dishonesty surrounding the virtual interview process.

By entering my name below, I indicate that I have read, and agree to comply with, the terms of this Interviewee Agreement, and I understand the consequences for failing to comply. The agreement is effective upon signature of the interviewee.

I hereby certify that I am the Interviewee and that I am at least 18 years of age at the time of my submission of this document.

NAME:

DATE: