

**MARSHALL UNIVERSITY SCHOOL OF MEDICINE
YEAR 3 NBME AND EXAM POLICY**

1. Proctoring

All clerkships should follow NBME policy in terms of exam administration.

- a. The proctor shall be identified in advance of the exam administration.
- b. The proctor shall be responsible for reading the examination instructions and monitoring student behavior.

2. Student Irregularities

Students should be informed at the end of the exam and in writing that they are suspected of an irregularity/cheating and will be investigated.

- a. The student will be allowed to complete exam with grade pending outcome of investigation.
- b. The student will receive written notification of investigation; a copy will be sent to the appropriate Clerkship Director and placed in the student's file.

3. Student Tardiness

The NBME Examination will begin at the stated time. Students arriving after the start of the examination will not be allowed to sit for the examination at that time. For the purposes of this policy, "*start of the examination*" is defined as after the proctor has read the instructions and the students have opened the booklets to start the examination.

- a. Students arriving after the start of the examination will be automatically issued an "Incomplete" for the rotation and scheduled to take the examination at the end of the following rotation.
- b. Students will not be permitted to reschedule the examination earlier than the above stated timeframe of eight weeks.
- c. Students with Incompletes will follow the same Academic Standards rules as set forth by the Minimal Score Passage Requirement Policy Statement. (<http://musom.marshall.edu/students/policies/>)

4. Other Exams and Quizzes

Tardiness and absence issues for all other quizzes and examinations shall be left up to the discretion of the Clerkship Director.

Approved by Clerkship Directors – November 9, 2005
Approved by Curriculum Committee—November 17, 2005
Effective- November 28, 2005 (Rotation 3 exams)