

<b>Policy Title:</b> Honor Code for Exams and Quizzes	<b>Category:</b> Student and Faculty Conduct
<b>Accountable Dean or Director:</b> Senior Associate Dean for Curricular Affairs	
<b>Reviewed By:</b> Curriculum and Policy Subcommittee (CaPS)	<b>Approved By:</b> Executive Oversight Committee (EOC)
<b>Effective Dates:</b> AY2022/23	<b>Review Dates:</b> TBD

### **PURPOSE AND SCOPE:**

To provide the rules by which the students abide by when taking exams and quizzes.

### **POLICY:**

Before taking all exams or quizzes, students must review and agree to abide by the following rules of conduct:

1. I will take this exam or quiz by myself, not in a group.
2. Unless a particular information source or a calculator is explicitly permitted by the course director, I will not use any material to assist me during this exam or quiz, including texts, online/web sources/sites, auditory information, study notes, or any other material. I may use a calculator for calculations but not to store equations.
3. I have not received feedback about the exam or quiz from any student who has taken it earlier.
4. While I take my exam or quiz, I will not communicate to anyone about the exam or quiz content or questions. If I become aware of a problem with the exam or quiz while I am taking it, I may notify the course director immediately. Once I have completed the exam or quiz, I will not discuss exam or quiz questions or content with, or in the presence of, any student who has not completed the exam or quiz.
5. I will not copy, record, photograph, or retain any lasting record of any of the questions from this exam or quiz. I will not provide information about this exam or quiz to any current or future ISMMS student.
6. The online examination process allows students who encounter technical difficulty during an exam or quiz to open a second attempt within one hour of being logged out of a first attempt. Logging in for a second attempt is not permitted for any reason other than

technical difficulty. A second attempt at an exam or quiz falls under the same Honor Code rules as a first attempt. Before logging in for a second attempt, I will email [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) and the course director to notify them of the reason for logging in a second time. I understand that logging in a second time for any reason other than technical difficulty and failing to send the required email before logging in to a second attempt constitute breaches of the Honor Code.

7. The ethical code of the medical profession requires that physicians report breaches in ethical conduct by their colleagues. If I witness any student violating any of the terms of this Honor Code, I am responsible for reporting the incident to the Course Director within 48 hours.
8. I agree that a breach of the Honor Code is a serious ethical violation, and I understand that a student found not to be in compliance with the Honor Code will suffer serious consequences, including, but not limited to, inclusion of Professional Development Form in the student's file, suspension, or dismissal.