PROCEDURES FOR TESTS AND EXAMINATIONS

This document is an accompaniment to the Honor System Policy document. It delineates the roles of students and faculty while taking or giving tests and examinations and describes the process to be used during the execution of same.

A. Role of Student

1. It is the responsibility of the student to abide by and to report any observed infractions of the Honor System. Upon registration in the University of Michigan School of Dentistry, each student must signify in writing that he/she agrees to abide by the principles and procedures of the Honor System. This agreement is reaffirmed on each test and examination with the following text placed at the beginning of each test or examination and by faculty including a reminder to the students to read it before entering their honor codes on the examination sheets. The text is as follows:

   "Upon entering the University of Michigan School of Dentistry, I agreed to abide by the Code of Academic Integrity and Professional Conduct and all procedures contained in the School of Dentistry's Honor System document. On taking this examination, I reaffirm my agreement to hold myself and my colleagues to these standards."

2. During instructional and testing periods, when students are performing independently, they are obligated to conduct themselves in a manner that does not arouse suspicions or cause a question of integrity.

3. Protection of work: Each student has the obligation to protect the integrity of his/her work.

4. Students are to leave belongings, i.e., backpacks, coats, electronic devices, etc., in an inaccessible location when taking exams. There are to be no personal belongings besides pencils and erasers in the lecture rooms unless otherwise instructed by the course director. For exams taken at the Medical School all belongings should be left at the back of the room.

5. When taking exams, students should, to the extent possible, sit in marked seats only. Once all marked seats are occupied students may sit next to each other in the first five rows only. In unmarked lecture halls, students
are to sit in every other seat, except for in the first five rows at the front of
the lecture halls.

B. Role of Faculty

1. Instructors are to provide the Honor System statement on the first page of
each test or examination.

2. Course directors should, at the beginning of each course (classroom,
laboratory or clinical), inform the students of objectives, attendance
requirements, term projects, reading assignments, clinical or preclinical
requirements, format for quizzes and examinations, and the method by
which grades will be determined. Furthermore, course directors have the
ultimate responsibility for maintaining the proper environment in which
to conduct examinations. The course director will be responsible for
ensuring that students adhere to seating arrangements as described in
item 5 above.

3. The course director, or a designated faculty member, will remain in the
room during the examination to respond to appropriate questions and to
monitor environmental factors. ("Environmental factors" include: noise
level and condition of classroom, seating arrangement and factors that
will promote independent effort.) If that faculty member observes
violations of the Honor System it shall be reported to the Honor System
Review Committee. The faculty member may assign other staff members
to be present when exams are being taken. The time at which exams are
to be completed and turned in has to be made clear by the instructor. It is
the instructor's responsibility to ensure that all students hand in the exam
at the appointed time. Any failure of compliance is to be reported to the
Honor System Review Committee.

4. The determination of whether names or numbers will be used on
examinations will be made by mutual consent of the class and the
instructor. The student will place his/her name or number on each page
of the examination. Any student whose examination paper is lost, but
who can prove that he/she took the examination, shall not be required to
repeat the examination, but shall be given a passing grade. If the student
is not satisfied with a "passing" grade, he/she has the privilege of
repeating the examination.

5. Methods which foster independent effort should be used at all times when
quizzes, examinations, lab practicals, and clinical examinations are being
administered. The faculty must be sure that students sit in marked seats
only in the lecture halls for examinations. Once all marked seats are occupied, students without a seat may sit next to each other in the first five rows only. In unmarked lecture halls, students are to sit in every other seat. If, on the rare occasion, seating arrangements are not compatible with reasonable separation, alternate forms of examinations should be considered.

6. If it is necessary for an individual to leave the examination room because of illness, or other acceptable reasons, he/she may do so after receiving permission from the faculty member who is present. Excessive departures from the examination room are disturbing and will be kept to an absolute minimum. The faculty member reserves the right to decide how many students shall be out of the room at the same time.

7. Every student who enters the room for the purpose of taking an examination shall turn in an identified examination paper/answer sheet before leaving, whether he/she has answered any questions or not. Failure to follow this procedure shall be considered a violation of the Honor System.

8. Any student arriving late for an examination may not be permitted to take the examination unless he/she has received permission from the faculty member present in the room.

9. Examination procedures are left to the discretion of the faculty and should be announced at the beginning of the course, but must appear in writing in either the course syllabus or a separate handout.