

General Rules for all Course Examinations

Students must complete all course examinations to meet course requirements and earn a final course grade. If a student completes only part of an examination (e.g., Part 1 but not Part 2 of a two-part examination), then the completed part of the examination is invalidated, no score exists, and the examination is considered missed.

Students are expected to take all regular Examinations, Completion or Make-up Examinations as scheduled.

All students are expected to adhere to the Code of Conduct with respect to all University-administered examinations. All students are responsible for knowing and complying with the University's Code of Conduct.

Students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted.

In case of a suspicion indicating that the integrity of an examination might have been compromised, the Course Director, in consultation with the faculty and the administration, may nullify the examination and announce a new date for a replacement examination within a period of seven working days after the original.

An examination announcement will be posted on the course website prior to each examination. It will outline the specific policies and procedures governing this examination and will indicate, when the last student will be allowed into the examination venue. After this time, no latecomers will be admitted.

Students who fail to appear for an examination without an approved excused absence (Medical/Non-Medical) or who are denied entry into the examination venue because of late arrival, have to contact the Dean of Students office immediately to receive further guidance and to complete a missed examination report. A Faculty Panel on Academic Professionalism will be convened to determine course penalties. A penalty can be appealed to the Senior Associate Dean of Basic Sciences by sending an email to StudentDOBS@sgu.edu

The Office of Institutional Advancement is responsible for the administration of all electronic examinations for the SGUSOM during the Basic Sciences. Students must use a computer with the appropriate specifications for their examinations (see <https://mycampus.sgu.edu/office-of-institutional-advancement/ExamSoft>).

All electronic examinations at SGUSOM are sequestered and are not available subsequently for individual review. To get feedback on their strengths and weaknesses in the electronic examinations, students will receive an individual Examination Mastery Report.