

Case Western Reserve University
School of Dental Medicine
Student Academic Integrity Certification

The School of Dental Medicine Student Code of Conduct contains the following statement:

Performance on Exams Should Reflect the Student's Ability.

Violations of this standard include:

- a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage.
- b) Giving, receiving, or using unauthorized aid during an examination, quiz, or competency.
- c) Disclosing the contents of an exam to a student who has yet to take the exam.
- d) Making an unauthorized copy of an exam or portion thereof, or retaining possession of any exam, which the instructor has no intention of releasing.

I certify that I have read and agree to comply with the statement above and with the School of Dental Medicine Exam Administration Rules for Students.

Student Name: _____

Student Signature: _____

Student #: _____

Date: _____



Fostering an Environment of Academic Integrity: Exam Administration Rules for Students

In order to foster an environment of academic integrity, students of the School of Dental Medicine are responsible for abiding by the following rules:

1. **Timeliness and Attendance:** You must attend and be on time for all exams. If an attendance sheet or sign-out sheet is used, you may only sign it for yourself. Signing in a fellow student is considered academic dishonesty. If you miss an exam, you may be granted a make-up exam at the course director's discretion or you may receive a 0 for that exam. You must notify the school of your absence by sending an email to both dmdattendance@case.edu and the course director. The faculty must contact the Academic Affairs Office to approve a make-up exam.
2. **Seating Charts:** A seating chart will be provided. You must sit in your assigned seat or risk automatic failure of the exam.
3. **Academic Integrity Certification:** You must review and agree to the academic integrity certification statement at the beginning of each exam.
4. **Dividers:** You must use dividers at your desk when available.
5. **Electronic Devices:** No cell phones, smart watches, or other electronic devices of any kind are permitted on your person or at your desk. Devices must be left in lockers or turned off and left in your bag at the side of the room. If you are expecting an urgent call, please leave your phone with the proctor. If you are found to have a cell phone on your person or at your desk in the testing area, you will automatically fail the exam.
6. **Permitted Items:** Aside from your computer, you may not have additional items (extra clothing, papers, etc.) on your desk during an exam. No food or drink is permitted at your desk, except at the discretion of the proctor. Hats are not permitted to be worn during exams (except religious attire). Ear plugs must be approved by the proctor. Scratch paper is at the discretion of the instructor. If taken, it must be returned before leaving the exam.
7. **Testing in Preclinical Areas:** When testing in preclinical areas (e.g., the Simulation Clinic), all items on the top of the desk must be removed prior to the exam. In addition, the top drawer must be emptied prior to exam week and other drawers locked.
8. **Questions During Examinations:** Questions during an exam should be entered into the notes/question feedback area of Exemplify for instructor review after the exam.
9. **Exiting the Exam:** When you exit the exam, you must show your upload screen to the proctor and quietly leave the area. Discussions outside the door of the exam room are prohibited. If you leave the room during an exam, you must sign out and sign back in upon your return.
10. **Review of exams:** Your category report and score will be distributed through the portal as soon as scores are finalized by the instructor. Review of exam contents is at the instructor's discretion.

