

2025-26 OHS Examinations Policy

To ensure comfort and security, students are expected to abide by the following policies and procedures during examinations.

Noise in the testing environment & common areas:

Once the exam begins, there are to be no student-to-student conversations. This no-talking policy is in effect in examination rooms, as well as the associated restrooms, hallways, and elevator lobby area.

Students may bring the following items into an examination:

- Soft-foam earplugs. Ear plugs must be left at the workstation during all breaks
- BU student ID
- Laptop computer, power supply, & mouse
- Erasers
- Pencils
- Water, in a clear water bottle with no labels or stickers

Students may not have the following items on their person or at their seat:

- Electronic devices that can transmit, store, or receive information, including but not limited to cellular phones, pagers, cameras, video recorders, iPods, electronic organizers, or other wearable technology (e.g., AI-enabled camera glasses, etc.).
 - Note – iPads are allowed at GSDM but not at MED so you will be required to use a computer for all GMS courses.
- Watches and digital wristwear of any kind (e.g., Apple watches, Fitbits, non-electronic watches)
- Outerwear, such as coats, jackets, headwear, gloves. Students must remove any hats or hoods, except for religious or cultural head attire (e.g., turban, hijab, and yarmulke)
- Book/computer bags, computer sleeves, backpacks, handbags, briefcases, and purses
- Books, pens, notes, written materials, or scratch paper other than that provided
- Drinks (other than water in a clear water bottle with no labels or stickers), food, candy, or gum. If informed prior to the exam, the proctor may allow cough drops, tissues, or other comfort measures for a student who is ill.
- ***All prohibited items brought to the examination room MUST be placed in the designated area (indicated by the proctor) and remain there for the duration of the examination. All devices that can transmit MUST be placed in airplane mode or have their volume/notifications set to silent/vibrate. Students may quietly reclaim their items, once they have officially completed and turned in their examination to the proctor (received proctor approval).***

Technical difficulties during the examination:

For ExamSoft exams, please raise your hand and inform the proctor. The proctor will facilitate technical support with Ed Media technical staff.

If you should have received extended time and notice you did not receive it on download or at the start of the exam – DO NOT START- reach out to course director immediately to have it corrected prior to taking the exam.

Restroom use during examinations:

A student who needs to use the restroom must raise their hand and inform a proctor. Only one person will be allowed out of the examination room at a time. Students are not allowed to form a line waiting for restroom availability.

Departure and reentry to examination rooms:

As soon as they complete their examination and receive approval from the proctor, students should quietly exit the examination room. When leaving, students should be sure to collect all belongings from their testing area, and any prohibited items left in the designated area.

Students should turn in their scratch paper to the proctor

For ExamSoft exams, students must show the proctor the final green screen demonstrating completion of the exam prior to leaving the exam space.

Students may not reenter the examination room for the duration of the examination once they have completed their test session and departed from the exam space.

DMD examinations taken in the L11 Testing Center:

Any examinations taken in the L11 testing center, as part of a dental school (DMD) course will also be governed by all examination policies set forth by BUGSDM.