AAMC Candidate Rules Agreement

Please review the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

1. No personal items, including but not limited to, mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, books, and/or notes, pens or pencils are allowed in the testing room. You must store all personal items in a secure area as indicated by the TA or return them to your vehicle before checking in for your exam. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee.

All electronic devices must be turned off before storing them. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writings on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.

2. Before you enter the testing room, the TA will collect your digital photograph, digital signature, and your palm vein image for the purposes of verifying your identity and protecting the security and integrity of the test. You should also be aware that you could be scanned by an electronic device to prevent unauthorized items from entering the testing room. You understand that if there are discrepancies during the check-in process, you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.

The identification requirements used during the check-in process are defined by AAMC, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by AAMC for your use during the test to make notes or calculations on, and you will be provided any other material as specified by AAMC. You may not remove any of these materials from the testing room, and you may not begin writing on your booklet until your test has been started. If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.

3. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.

4. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behaviour in the testing room may be grounds for terminating your test, invalidating your test results, or result in disqualifying you from taking the test at a future date.

5. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.

6. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
7. Break policies are established by AAMC. Instructions for scheduled breaks will appear on the computer screen at the appropriate time; the test time will stop during a **scheduled break**. If you do not return to your exam before the scheduled break time expires, your test time will be reduced by the overage from your break. Plan your scheduled breaks accordingly and allow time for checking into the testing room. It is important to note that your test time will stop only for the allotted scheduled break time. Once you are seated for your exam after your scheduled break, you will be required to start your exam even if your full break time has not expired. If you take an **unscheduled break** at any other time, the test time will **not** stop. The TA will set your workstation to the unscheduled break mode, and you must take your ID with you when you leave the room. The TA will scan your palm vein and/or check your ID before escorting you back to your seat and will then resume your test.

8. If you are taking **any break**, you **MUST** receive permission from the TA PRIOR to accessing personal items that have **been stored** (with the exception of comfort aids, medication, and food, which you may access without permission).

With the exception of the AAMC Candidate Rules Agreement, **you are not permitted to access ANY written materials until your test is finished**. This policy is in place during testing and on all breaks, and it includes but is not limited to scratch paper, newspapers, magazines, test notes, and study guides. Unless specifically permitted by AAMC, other personal items that cannot be accessed during **any break** include but are not limited to mobile phones and all other electronic devices.

9. You may not leave the floor of the testing center at any time during the exam or breaks unless the nearest available restroom is located elsewhere in the building. Ask the TA to direct you to the closest restroom if you are unsure.

10. You must follow all of the appropriate check-in and check-out processes as defined by AAMC. This includes the need to show identification and/or have your palm vein pattern captured when leaving and re-entering the testing room. Before re-entering, you will be asked to pat yourself down again (arms, legs, waistline) to show there is nothing hidden on your body. You should also be aware that you could be scanned by an electronic device to prevent unauthorized items from entering the testing room. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.

11. If you experience any problems or distractions (including technical issues) or if you have other questions or concerns, notify the TA immediately by raising your hand. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.

12. A Test Day Certification Statement will be presented to you before the test begins. You must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select “DECLINE,” your test session will immediately end.

13. After you finish the test, you may be asked to complete an onscreen evaluation.

14. Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. You will be provided with a confirmation notice indicating that you have completed AAMC’s test. Before this is provided to you, you must present your ID again to the TA along with returning any and all materials supplied to you prior to the beginning of your test. You must not leave any materials at your testing workstation after you have completed your test.

15. You may not remove copies of test questions or test answers from the testing center, and you may not share or discuss with anyone all or any of the test questions or test answers you saw or viewed during the taking of the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of AAMC taking action against you.

**Your Privacy:** Your test results will be encrypted and transmitted to Pearson VUE and AAMC. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at www.pearsonvue.com or by contacting the Pearson VUE call center.

**Candidate Statement:** By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to AAMC (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test. If I do not follow the rules or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and AAMC, and I acknowledge and understand that my test may be invalidated, and AAMC may take other action, and I will not be refunded my test fee.