

Class of 2030

In preparation for Pre-Clerkship modular exams (Year 1 and 2), you need to be familiar with policies and procedures related to assessments.

All exams scheduled within the UGME program are posted to your Entrada calendars. Exams rooms will be posted in Entrada so make sure you check to see which room you are assigned to.

Photo identification is required for sign-in for all exams.

Policies and Procedures

Prior to exams, you need to be familiar with the policies listed below, available at:

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies#max-rady-college-of-medicine>

- Examination – Conduct
- Examination – Deferred
- Examination – Results
- Examination – Supplemental
- Formative Assessment
- Promotion and Failure
- Reappraisal of Student Evaluations
- Remediation Policy and Procedures

All Max Rady College of Medicine UGME Pre-Clerkship exams are conducted using an online examination management system known as ExamSoft. Your access to ExamSoft, and the Exemplify exam installation information have previously been emailed to you.

To support online exams, all students need to have a Windows or Macintosh computer **with sufficient battery capacity** to last up to **three hours**.

The **minimum** system requirements to support ExamSoft are available by going to the following website:

<https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Best Practices for Exam Takers is available at:

<https://support.examsoft.com/hc/en-us/articles/11145975421837-Best-Practices-for-Exam-Takers>

Of particular note, please familiarize yourself with the following site, which gives you information on **Exemplify Quick Start Guide: Using Exemplify**

<https://support.examsoft.com/hc/en-us/articles/11145653607437-Exam-Taker-Quick-Start-Guide>

Support

If you need additional help with Exemplify, please contact their support team:

<https://examsoft.com/contact/#phone-support>

When to contact ExamSoft

Monday - Friday 7:30 AM ET to 8:30 PM ET

Saturday - 8:30 AM ET to 6:30 PM ET

Sundays - Closed

Other Instructions

Please ensure that you arrive at the exam location at least 15-20 minutes before the times noted in your Entrada calendar and bring your photo ID.

Your computer needs to be fully charged and you need to have downloaded the exam. We do not have spare power cords or adapters. Further, clear plastic water bottles (no labels) are the only containers permitted for access during an exam; no food please. **Please leave all cell phones, smart watches, coats, hats,**

backpacks, briefcases, etc. in your lockers. You will not be allowed to bring them into the exam room. Invigilators will assist if you have questions.