Staged Learning Examinations 2023
Policies & Procedures

<u>Basic information about the Examinations:</u>
There are 3 Staged Learning Examinations:
-You must pass Level 1 in order to register for any 200-level clinic internship course
-You must pass Level 2 in order to register for any 400-level course (Clinical & academic)
-You must pass Level 3 in order to graduate

Each Stage has 4 Modules (Foundations, Acupuncture, Herbology, & Biomedicine).
You must pass all four Modules in order to pass each Stage.
You must pass each Stage in order to take the next one. (e.g., pass Stage 1 to take Stage 2)

There is a Staged Learning Examination fee of $_____ per Stage, due at registration.

<u>Basic information about the Modules:</u>
-There are 50 questions per Module
-You need to score 75% on each Module to pass
-You DO NOT have to take all 4 Modules at the same time (e.g., you can take the Herbology module one day then take the Acupuncture module 3 days later, etc.)
-There is a time limit of 1 hour per module (The computer will automatically log you out if you go past the hour)
-Questions not answered will be given a score of 0, but you can still pass the Module if you get at least 75% correct.
-You are allowed 1 fail per Module
-If you do not pass a Module on your 2nd attempt you must get academic counseling from the Faculty Chair or other Administrator and pay a fee of _____ before retaking the Module.

<u>How to create an account to take the exams electronically:</u>
-Exams are taken in the library on laptops C-1, C-4, & C-5
-You must first create an account on one of these computers in order to access the exams
-Before creating an account, ask the Librarian, Faculty Chair, or an Administrator to turn on the main administrative computer (This must be running to access the student portal)
-Make sure you are on the ICAOM2-5G wifi
-Click on the *ICAOM Student Test Portal* Icon
-Fill in first and last name, email, and make a password
-Please remember your password because you will be using it to login to this account each time you take an exam (If you forget your password, one will be automatically created and sent to you via email)
-Click *register*

<u>How to schedule your exams:</u>
-The Librarian must be present to physically proctor your exam
-The Librarian is available Monday, Wednesday, or Thursday between the hours of 1pm - 5pm
-If you are not able to make any of these times, please talk to the Librarian to set up an alternative time, possibly with an alternative proctor