

Policy Number : 301.1018.100
Policy Category : Academic
Policy Owner : Vice Dean for Medical Education

Policy Revision Date : 2022-2-22

Policy Audience : Students , Faculty

1. Definitions :

Examination – summative assessment proctored in-person

Remote Examination – summative assessment proctored through the computer

OSCE - Objective Structured Clinical Examination. OSCEs assess a student's clinical skills in a standardized medical scenario.

Shelf Exam – NBME Subject Examination. Shelf exams assess a student's clinical science knowledge in the core disciplines of family medicine, internal medicine, neurology, obstetrics and gynecology, surgery, psychiatry and pediatrics.

2. Medical Curriculum Committee Review : February 22, 2022

3. Introduction / Purpose :

Student Policy on Examinations is intended to outline the standards and expectations for examinations to support an equitable evaluation of student performance.

4. Governance and Enforcement :

Vice Dean for Medical Education

5. Policy :

Phase 1

Requirements for all summative examinations (Clinical Skills and Medical Knowledge): Students must:

- Arrive at least 10 minutes prior to the scheduled time of each exam to ensure an on-time start.
- Students who arrive late for an examination will not be allowed to enter without permission of the proctor. The time it takes to secure that permission will be subtracted from the total exam time. Late students may have to take the examination in a different location.
- To maintain the proper testing environment (i.e., to reduce the noise in the testing site and to minimize distractions for students who are still working on the exam), students who have completed the exam must vacate the room and surrounding hallways until the prescribed examination time has elapsed. Once finished, students should not return to their testing area.
- No student will be allowed to begin taking the examination after the first student has finished the exam, handed their exam materials in, and left the room.
- Students may bring a drink container with them to use during the exam. Proctors can inspect the containers at any time. No food is permitted in the exam area.

Students may not:

- Use electronic devices (e.g., cell phones, iPods, personal digital assistants, calculators, headphones, smart watches, etc.) unless directed to by course faculty. Non-electronic headphones/ear plugs are permitted, proctors can inspect these items at any time.
- Bring personal items such as backpacks, book bags, briefcases, purses, etc. into the examination room. Proctors will instruct students on where to store items brought to the exam room.
- Leave the exam room for any purpose other than to briefly visit the restroom. Students must sign in and out when leaving the testing area to use the restroom.
- Use any reference source or external calculator while the exam is in progress.

Summative written examinations:

- Are administered using a computer-based testing program and students must have the most up to date version of Examsoft and download the exam as directed before testing. Usually, this will occur two days prior to the test.
- Students will be given a password that allows them to open the test at the beginning of the testing period. Exam timer will start with when the password is entered and the exam opens. Students are provided with scrap paper/lab sheets/calculators that are available in the room or through Examsoft.

- Following the completion of the exam, exiting students are required to upload their test to the examination software. This will occur automatically after the student has clicked the button indicating that they are finished with the test, and after the student logs back on to their computer. Students will need to show the proctor the green confirmation upload screen before leaving. All exam materials will be collected at the end of the examination.

Remote testing Procedures for Phase 1 written examinations

Remote Exams will be proctored using Exam Monitor through ExamSoft.

Remote Exam may be broken into multiple sections to build in student break time. The break time between any exam sections cannot exceed 10 minutes. Students are encouraged to use the lavatory and have their testing space set up before each exam section. Students will not be able to re-visit a section once it is uploaded. Once an exam section has started, a student cannot leave the view of the computer camera, unless during a scheduled break.

Once you start the exam, please show the room and your desk to the camera to ensure that there are no other people, non-approved materials, etc. present. Whiteboards will be provided to serve as your scrap paper, Please make sure to show this board at the beginning of each exam section. No other resources may be used besides this board, a marker, and an eraser.

- Any calculators or lab values sheets etc. Will be provided through ExamSoft
- Students are allowed to the use ear plugs for the exam, but any electronic headphones/devices cannot be used.
- No cell phones (call/texts) or other electronic devices can be used during the exam. Screenshots of test information, copying, taking pictures or recording of exam material is prohibited.
- No outside materials or books can be used on the exam or present on your desk.
- Please note that because of the size of the monitoring files and internet, it may take 5-10 minutes for each part to upload.

Attendance for Examinations in Phase 1:

An excused absence from a scheduled examination will be granted only for serious personal illness, death in the immediate family or other similar extenuating event, or religious holidays that occurs within 48 hours of the scheduled exam. Students are expected to submit notification of absence via the Absence Tracking System prior to the exam. Students must take the exam(s) within 2 business days of the exam. Students who are unable to take the exam under these requirements will receive an Incomplete and must developed a resolution plan for the missed exam with the faculty member. The student's transcript will reflect a grade of incomplete until all course requirements have been fulfilled.

Delayed exams will not be scheduled during other course activities and will be scheduled within the normal workday (8:00 a.m.- 4:30 p.m., M - F), when the school is open. Students may not accumulate multiple exam delays within a course, other than when exams are scheduled within 24 hours of each other. If multiple delays are necessary, the student may need to withdraw from the course.

Students must provide written documentation when attempting to secure this

permission. Students should work with student health services for documentation of an illness.

Failure to obtain prior permission for an excused absence for an assessment or exam will result in an unexcused absence. A grade of zero for the assessment or exam will be entered in the gradebook. This grade will represent the student's first attempt of the exam and may result in a remediation as per the Remediation Policy.

Phase 2 and Phase 3 Examination Procedures

In Phase 2 and Phase 3 (M3 and M4) testing will be dictated through the manual/handbook or as outlined by national board administering the exam.

6. Key Stakeholders :

Students, Faculty