



POLICY TITLE: <i>Assessment/Examinations Policy for M3</i>	APPROVAL DATE: <i>August 3, 2017</i> <i>Revised July 1, 2021</i> <i>Revised October 6, 2022</i>
RESPONSIBLE DEPARTMENT: <i>Clerkships Directors &amp; Office of Medical Education</i>	APPLIES TO: <i>M3 Students</i>

## POLICY STATEMENT

### **GENERAL POLICIES FOR ELECTRONIC EXAMINATIONS**

All shelf examinations will take place in-person at UC COM in room designated by OME. Shelf examinations will be proctored either by a live proctor or electronically, including through the use of video cameras and procedures below. Clerkship directors may administer other, non-shelf examinations remotely.

1. Shelf examinations will take place in-person at site designated by the Office of Medical Education (OME). Shelf examinations will be proctored either by a live proctor or electronically, including through the use of video cameras.
  - a. If video proctoring is used a live proctor must be within reasonable access to the student to assist the student in case assistance is needed for exam presentation.
2. Students are required to have their UC I.D. badge to enter the testing room.
3. The start time for each individual examination will be established and announced to the students prior to the examination date by the clerkship coordinator.
4. Students may enter the testing room up to 30 minutes before the start of the examination, but must be in their designated seat and ready for testing 10 minutes prior to the established examination start time. (e.g., 7:50 AM for an 8:00 AM exam). Once a student is seated they may not leave the room until after the exam starts.
5. Any decision to admit a late examinee rests solely with the Core Clerkship Coordinator. The Core Coordinator will report a late admittance to OME for tracking.
6. Students will receive a Formative Feedback Form for a second late offense and for each offense thereafter. The Formative Feedback Form will be issued by OME where lateness is tracked.
7. Students may bring the following into the testing room:
  - a. UC COM ID
  - b. A set of keys. No elaborate key ring.
  - c. A pen or pencil.
  - d. A box will be available in the testing room (as in M1/M2 years) in which a student may leave their turned off cellphone. If a student is expecting an emergency phone call this should be discussed with the chief OME proctor and the COM registrar prior to starting the exam.
  - e. Earplugs (two individual pieces of foam; No earphones or earbuds; Earplugs are not provided by UC COM)
8. NO personal belongings, other than those specifically addressed in #8 are permitted in the testing room at any time. This includes, but is not limited to:
  - a. Reference materials (e.g., books, notes, papers)
  - b. Backpacks, briefcases, purses
  - c. Calculators (unless supplied by the COM), Electronic devices (e.g., phones, laptops, iPads, pagers, headphones, iPods, recording/filming devices, smart watches)
  - d. Food and beverages

- e. NOTE: No proctor is routinely provided to monitor belongings left in the hallways outside the testing room. Students are encouraged to not bring personal belongings to the testing area. Students should assume no secure space is available.
  - f. On the occasion that a badge protected space is available on a testing day for students to leave personal belongings, they will be notified twice, 2 weeks prior and two days prior to the exam day.
9. If a student is found with any prohibited materials on their person during the examination the student may receive a zero for the examination and may be referred to the Honor Council with no further right of appeal or grade grievance. If a student self-reports that they are in violation of this rule and it is clear to the proctor/course director this is the case of forgetfulness on the part of the student, they may, at the discretion of the proctor and/or course director, be excused from this rule.
    - a. For example, a student enters the exam facilities with his/her cell phone in his/her pocket and self-reports the presence of a cell phone. If the proctor and/or course director determine that there was no negligence or intentional misbehavior, then they may decide to not pursue ramifications. This allowance is at the sole discretion of the proctor and/or course director, and is not subject to appeal or consideration based on any other incident with that or another student.
  10. If a student's documented medical condition requires special exam administration conditions, the student must officially make arrangements before the start of the academic year with the UCCOM Disabilities Accommodations Committee. It is the student's responsibility to clarify with the clerkship director and clerkship coordinator at the beginning of the clerkship that information about their accommodations.
  11. For all purposes of examination timing including arrival and seating time the official time will be Network time or the clock the proctor designates.
  12. Students will be provided with scratch paper for an examination
  13. No content questions will be answered during the examination.
  14. Students are required to log onto the examination when directed to do so.
  15. If a student encounters technical problems during the examination, they must notify the proctor immediately. The student will be directed by HSL IT and the chief proctor as to how to proceed.
  16. Typographical and other errors in the display of the test noted by the student can be brought to the attention of the exam proctor. These will be documented by the proctor in the NBME incident report completed by the proctor at the end of the exam.
  17. Restroom breaks are permitted and must be taken at the location designated by the proctor. Any student found communicating with anyone other than a proctor during a restroom break will receive a zero for that examination with no further right of appeal or grade grievance and may be referred to Honor Council. Any student found accessing any materials related to the examination during any restroom break will be given a zero for that examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
  18. No test material such as student 'scrap paper' is to leave the testing room. All test material is to be placed in a proctor designated area within the test room.
  19. Upon completion of the examination, students must immediately leave the testing room and the area adjacent outside of the testing room.
  20. A student with COVID or another excused absence (approved MSSF) will have the option to reschedule their examination on the clerkship's make-up date or follow the official scheduled retake dates posted on the EPC approved M3 academic calendar (June or December, whichever comes first). Students can discuss optimal timing to make-up the examination with Student Affairs prior to picking a make-up time.

21. Once the student enters the testing room, students may not access the internet or any other material, other than the examination. Any student determined to have accessed unauthorized sites within the testing room before or during the taking of an examination will receive a zero for that examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
22. It is the responsibility of all students to be familiar with all aspects of the Honor Code and in particular with respect to cheating on examinations.

## **B. INTERRUPTIONS DURING AN ELECTRONIC EXAMINATION**

1. All **emergency calls** for students while taking examinations should be directed to the Registrar's Office. The Registrar or their designee will take a message for the student and inform the proctor that the student has an emergency call. The student will be escorted to the Registrar's Office to receive the call. After discussion with the student, the clerkship coordinator and the student will decide whether the student may return to the examination or will need to reschedule the examination. Documentation (police report, hospital report, etc.) confirming the emergency must be submitted to the Registrar within 72 hours of the emergency. The student will have the option to reschedule their examination on the clerkship's make-up date or follow the official scheduled retake dates posted on the EPC approved M3 academic calendar (June or December, whichever comes first). Students can discuss optimal timing to make-up the examination with Student Affairs prior to picking a make-up time.
2. If a **student becomes ill** while taking an examination, such that they are unable to complete the examination, the student must inform the proctor that they are unable to complete the examination so that the incident can be documented. The proctor has discretion to excuse the student in cases of obvious illness. Or the proctor can require written documentation of illness from a non-family member physician the same day of the examination in order for the absence to be excused, in which case documentation of the illness must be submitted to the Registrar within 24 hours of return to coursework. The student will have the option to reschedule their examination on the clerkship's make-up date or follow the official scheduled retake dates posted on the EPC approved M3 academic calendar (June or December, whichever comes first). Students can discuss optimal timing to make-up the examination with Student Affairs prior to picking a make-up time.
3. Should **computer or network interruptions** occur during a web based exam causing loss of or sporadic connectivity the student must notify the chief proctor. The proctor will advise the student to restart the exam. This involves closing the exam and logging back into the exam following proctor and exam site specific directions. DO NOT RESTART the computer.
4. If restarting the interrupted exam does not alleviate the connectivity issue, HSL IT support must be consulted and their instructions followed.
5. If a **fire alarm or other emergency condition** occurs during an examination, students will immediately cease taking the examination and, if necessary, evacuate the affected buildings. All materials should be left at the desk.
  - a. Proctors will ensure that all students leave the examination rooms in a timely manner. Instruct students to close the browser - enter Ctrl+Shift+Q – to prevent losing time. Room proctor should log out of the exam session.
  - b. Students may be directed to evacuate to a specific location.
    1. G-Level of the Care/Crawley Building, students should evacuate to the outside plaza adjacent to the E- level entrance of the CARE/Crawley building unless otherwise directed by the proctor.
    2. For examinations given in the Simulation Center, students are to evacuate to the plaza outside Kresge Auditorium unless otherwise directed by staff of the Simulation Center.
  - c. Students are to remain in the designated area until they receive permission from a proctor to leave the area. The student must remain in an area where they can hear the all clear announcement.

- d. The examinations timing mechanism will be suspended by notification to the NBME by the chief proctor or the IT supervisor.
  - e. Students may not discuss the examination with any other person, or access any type of information related to the examination. Honor Council policies are in effect, and students should monitor themselves and others to ensure compliance. Any student who is found to have communicated inappropriately with classmates with respect to the content of the examination will receive a zero for that examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
  - f. After the fire alarm or other cause of interruption has ended, students will return to their assigned room in a timely manner (within 15 minutes) and resume the examination when announced by the proctor to do so. Students returning later than 15 minutes following the all clear signal will not be admitted to the testing room. The student will receive credit for any answers they submitted prior to the interruption. The student will not be permitted to reschedule the examination.
    - g. The IT examination coordinator will work with NBME or the exam site to resume the examination timing mechanism after adding additional time equal to that lost during the interruption (length of the alarm plus 15 minutes to return).
    - h. In the event of a prolonged interruption such as a computer or power outage, the proctor may decide to suspend the examination and reschedule following the rules consistent with the INCLEMENT WEATHER POLICY.
6. **Irregular student behavior incidents** may include evidence of copying answers from classmates, giving or receiving unauthorized information, being in possession of unauthorized materials, making unauthorized notes, recording examination content via any means (manual, digital imaging, etc.), continuing to answer questions after the examination has ended or engaging in other behavior disruptive to fellow examinees. These incidents will be handled according to Honor Council guidelines and will be reported to the Honor Council and the appropriate PAC.

ADDENDUM TO Assessment/Examinations Policy for M3:

**REMOTE/VIRTUAL PROCTOR FOR NBME (e.g. EOB and CBSE) ELECTRONIC EXAMINATIONS**

1. In the event, electronic examinations are proctored remotely/virtually, the student must provide the following systems requirements:
  - a. Operating system (Windows 10; MacOSX 10.13 and higher)
  - b. Browser (Google Chrome version 79 and higher)
  - c. Internet Speed (1.5 Mbps download, 750 Kbps upload)
2. At least 3 days prior to test day, students must:
  - a. Verifying that front facing camera and mic are working
  - b. confirming internet connection (if internet is not strong enough, student may reserve space at MSB to take the exam/assessment)
  - c. Charge the battery of their computer/laptop and have access to their power adaptor.
  - d. Certify their computer at NBME site according to their posted instructions.
3. At least 3 days prior to test day, students using noise cancelling headphones must send a description and photo of the headphones to the proctor for approval. Ensure the headphones are not connected to a device.
4. On test day, students must:
  - a. Quit all applications running in the background or restart computer as needed.
  - b. Confirm internet connection.
  - c. Log in to the proctor's Webex room no later than 15 minutes before your posted start time.
  - d. Once in Webex, connect using your computer audio and turn on the camera.
  - e. Use of scratch paper is allowed and it must be torn up on camera prior to leaving the Webex
  - f. Wait to open the NBME secure browser until directed.
  - g. By student entering the Webex room, the student is consenting to being recorded.
  - h. Once Proctor has given the start code, start the assessment or contact IT for support as needed.
5. On test day, students who lose connectivity to the Webex for any reason, the following procedure will be followed:
  - a. Proctor will attempt to contact the student via email or phone.
  - b. If no contact with the student can be made within 15 minutes, the Proctor will end the exam and student will have to retake the exam.