

POLICY TITLE: *Assessment/Examination Policy for M1/M2*

APPROVAL DATE: *June 7, 2018*

RESPONSIBLE DEPARTMENT: *Office of Medical Education & Department of Medical Education*

APPLIES TO: *M1/M2 Students*

POLICY STATEMENT

A. GENERAL POLICIES FOR ASSESSMENTS/EXAMINATIONS

1. Assessments/examinations may be proctored either by a live proctor or electronically, including through the use of video cameras.
2. Students are required to have their UC I.D. badge to enter the testing room.
3. The start time for each individual assessment/examination will be established and announced to the students prior to the assessment/examination date.
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., 7:50:00 AM for an 8:00 AM exam). Late students must sign in and be escorted to begin.
5. Once a student is seated they may not leave the room until after the exam starts so that technical support can be provided.
6. Any decision to admit a late examinee rests solely with the Chief Proctor.
7. No extra time will be permitted for late arrivals to complete the examination, i.e., late arrivals will be required to complete the examination by the time designated for the on-time arrivals.
8. Students will also receive a Formative Feedback Form for each late offense. The Formative Feedback Form will be issued by a designated individual in the Office of Medical Education (OME) and reported to the Performance and Advancement Committee.
9. Students arriving later than 30 minutes after the start time of the assessment/examination or after the first person has completed the examination and left the room, whichever comes first, will not be admitted to the assessment/examination and may receive a zero subject to appeal to the M1/2 Curriculum Facilitator.
10. Personal belongings are not permitted in the testing room at any time. This includes, but is not limited to:
 - a. Heavy coats
 - b. Reference materials (e.g., books, notes, papers)
 - c. Backpacks, briefcases, purses
 - d. Calculators (unless supplied by the COM), Electronic devices (e.g., phones, iPads, pagers, headphones, iPods, recording/filming devices, smart watches) Food, water and other beverages
11. If a student is found with any of the prohibited materials on his or her person during the assessment/examination or exam review, the student may receive a zero for the assessment/examination and may be referred to the Honor Council with no further right of appeal or grade grievance. If a student self-reports that he/she is in violation of this rule, they may, at the discretion of the proctor and/or course director, be excused from this rule. 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.

12. If a student's documented medical condition requires food or drink during the assessment, the student must make arrangements prior to the assessment/examination with the UCCOM Disabilities Accommodations Committee. It is the student's responsibility to clarify with the course director and/or proctor prior to the examination that information about their accommodations has been communicated.
13. For all purposes of assessment/examination timing including seating time, stop and start times, the official time will be Network time or the clock the proctor designates.
14. No content questions will be answered during the assessment/examination.
15. Typographical and other errors will be announced to all students at the same time.
16. No extra time will be given for transferring answers from computer to answer sheet.
17. Students will receive notice 5-10 minutes prior to the end of the assessment/examination.
18. Any student continuing to enter test answers after the assessment/examination has ended will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
19. Restroom breaks are permitted and must be taken at the location designated by the proctor. Only one student may use a restroom at a time. Any student found communicating with anyone other than a proctor during a restroom break will receive a zero for that assessment/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 assessment/examination during any restroom break will be given a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
20. All test material is to be placed in designated areas before the student leaves the assessment /examination room.
21. The assessment must be submitted and the exam software must be closed prior to leaving the room. Student personal laptops are subject to inspection by a proctor.
22. Upon completion of the assessment/examination, students must immediately leave the testing room and the area adjacent outside of the testing room.
23. Any decision to reschedule an assessment/examination for students with excused absences is at the sole discretion of the COM. Once the rescheduled assessment/examination date is set, it cannot be changed without the approval of the course director. Any student allowed to participate in a rescheduled assessment/examination must ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
24. In cases where staggered assessment/examination start times are scheduled (for example, instances where half of the student body is scheduled to take a practical assessment/ examination on Wednesday, and the other half of the student body is scheduled to take the same assessment/examination on Thursday), each student must take every step possible to ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

25. Students will be provided with the Standard Answer Form and scratch paper for the weekly and/or biweekly assessments. Scratch paper will be provided for End of Block examinations.
26. Students must record their name, identification number, and all answers on the Standard Answer Form.
27. Students are required to log onto the assessment/examination when directed to do so.
28. Students are required to record all answers on the Standard Answer Form and are advised to record answers as they progress through the assessment/examination. The Standard Answer Form will be considered only if answers were not submitted electronically due to technical problems and if alternative official scoring methods (e.g., scantron) are not provided. In the event that a student has not completed the Standard Answer Form and a technical problem arises and their answers are lost, the student will receive a zero for the assessment/examination.
29. If a student encounters technical problems during the assessment/examination, he or she must notify the proctor or IT staff immediately. If problems persist, the student will be provided with a paper copy of the assessment/examination. If the computer problem is resolved quickly, the student may return to the computer-based assessment/examination and will receive time equal to the delay to complete the assessment/examination, plus adequate time (up to 15 minutes) to transfer answers from the back-up answer sheet to the computer. The amount of additional time to transfer answers will be prorated depending upon the number of questions to be transferred but will not exceed 15 minutes total. Extended computer downtime may necessitate rescheduling the assessment/examination due to insufficient copies of tests and images.
30. After entering the testing room, students may not access the internet or any other material, other than the assessment/examination or other materials as directed by the proctor. Unauthorized information includes notes written before beginning (before seeing the first question). Any student determined to have accessed unauthorized information within the testing room before or during the taking of an assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
31. 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/assessments.

B. ASSESSMENT/EXAMINATION REVIEW SESSIONS

1. All assessment/examination guidelines apply to the review sessions, with the **exception** of the following:
 - a. Notetaking is not permitted
 - b. Students do not have to remain in their designated seats for the review.
 - c. Students may discuss the assessment/examination with classmates.
 - c. Students will receive their coaching report prior to the review and their assessment information including answer key during the review.
 - d. Assessment/examination review sessions will be scheduled by the course/block director as appropriate for exam content. Students are required to leave the review session when directed to do so by the proctor.
2. For purposes of exam information security, if a student leaves an assessment review in progress they are not allowed to return.
3. If any electronic device, including but not exclusive to cell phone, calculator, laptop, is found in a student's possession during the assessment/examination review, that student will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
4. There will be no review session for End of Block examinations.
5. Levels of review are permitted for M1/2 weekly/biweekly multiple choice exams (i.e. Examsoft, Scantron) in content block courses:
 - a. LEVEL 1: After an assessment there is a scheduled review. The Level 1 review is open to

all students, regardless of how they performed on the assessment. During this session the student sits at their computer and can review the questions that they got wrong. The student is not permitted to record assessment questions or make notes of any kind during the review. Students are encouraged to talk with one another to better understand why they were incorrect on the questions they missed. During the actual assessment, students can make notes in Exemplify concerning any issues they may have with questions. Prior to the assessment review the course director: (1) uses the comments that students write during the assessment about any of the questions; (2) reviews the question analytics provided by Exemplify; (3) and, if necessary, rescues the assessment using the *UCCOM Item Analysis Rubric* below. When the students attend the assessment review session they will know which questions have been rescored.

Total Correct	%	Biserial >.3	Biserial .3-.15	Biserial .149-0	Biserial <0
0-30		Review* Eligible to be enrichment question	Eliminate**	Eliminate**	Eliminate**
31-50		Review* Eligible to be enrichment question	Review*	Eliminate**	Eliminate**
51-80		OK	OK	Review*	Eliminate**
81-100		OK	OK	OK	Review*

*Options for 'Review' include: (1) Do nothing, (2) Accept multiple answers (only if the additional answer is actually correct) and rerun stats (3) Make it an enrichment question (decrease denominator of all students' scores by one), if it is a good discriminator (> 0.3)

** Options for 'Eliminate': (1) All answers and will be accepted, if deemed poor question, (2) Accept multiple answers (only if the additional answer is actually correct) and rerun stats.

There is a lot of varying opinion about what the point biserial should be, but target values of >0.2 or >0.3 are commonly cited in the literature.

- b. LEVEL 2: Students who fail an assessment are eligible to participate in Level 2 review and are asked to sign up for a time to review the entire assessment in a secure environment for an unlimited amount of time. Students are allowed to bring their tutor for Level 2 review. During this review session they complete the *Self-Assessment of Test Preparation and Performance / Development of New Study Strategy* form. Students can take this form to sessions with a learning specialist for further analysis and help. NOTE: If a student misses the scheduled assessment review session, submits a MSSF and is excused, the student can schedule a review with the Office of Medical Education.
- c. LEVEL 3: Students who fail two assessments are encouraged to complete Level 3 of the exam review process. The learning specialist may meet with a student who fails 2 exams, access the student's exam using ExamSoft, and review exam questions that the student got incorrect.
- d. LEVEL 4: Students who are in academic difficulty (averaging 75% or lower) may meet with the course director and/or student affairs learning specialist to analyze incorrect answers, and discuss study strategies for improving performance in the course.

C. INTERRUPTIONS DURING AN ASSESSMENT/EXAMINATION

1. All emergency calls for students while taking assessment/examinations will be directed to the Registrar's Office. The Registrar or her 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 course director will decide whether the student may return to the assessment/examination or will need to reschedule the assessment/examination. Documentation (police report, hospital report, etc.) confirming the emergency must be submitted to the Registrar. Should the course director not be immediately available, the Associate Dean for Student Affairs, the Assistant Dean for Academic Support or the Senior Associate Dean for Educational Affairs should be contacted for the decision as to whether or not the student should return to the assessment/examination.
2. Should a student become ill while taking an assessment/examination, such that he or she is unable to complete the assessment/examination, the student must inform the proctor that he or she is unable to complete the assessment/examination so that the incident can be documented. The proctor has discretion to excuse the student in cases of obvious illness or require written documentation of illness from a non-family member physician the same day of the assessment/examination. In order for an absence to be considered excused, documentation of illness must be submitted to

the Registrar within 24 hours of return to coursework. The grade for the assessment/examination and/or rescheduling of the assessment/examination will be determined by the course/block director.

3. If a fire alarm or other emergency condition occurs during an assessment/examination, students will immediately cease taking the assessment/examination and, if necessary, evacuate the affected buildings. All materials should be turned over and left on the desk.
 - a. Proctors will ensure that all students leave the assessment/examination rooms in a timely manner.
 - b. Students may be directed to evacuate to a specific location.
 - c. For assessment/examinations given in the labs on the 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.
 - d. For assessment/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.
 - e. Students are to remain in the designated area or receive permission from a proctor to leave the area. If no specific area is designated, the student must remain in an area where they can hear the all clear announcement.
 - f. The assessment/examinations timing mechanism will be suspended by the IT examination coordinator.
 - g. Students may not discuss the assessment/examination with any other person, or access any type of information related to the assessment/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 assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
 - h. 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 assessment/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 assessment/examination.
 - i. The IT assessment/examination coordinator will resume the assessment/examination timing mechanism after adding additional time equal to that lost during the interruption (length of the alarm plus 15 minutes to return).
 - j. In the event of a prolonged interruption such as a computer or power outage, the proctor may decide to suspend the assessment/examination and reschedule following the rules consistent with the INCLEMENT WEATHER POLICY.
4. Irregular incidents may include evidence of copying answers from classmates, giving or receiving unauthorized information, being in possession of unauthorized materials, making unauthorized notes, recording assessment/examination content via any means (manual, digital imaging, etc.), continuing to answer questions after the assessment/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.