


<p>Name of Policy: <u>College of Medicine and Life Sciences: Administration of Proctored/Written and/or Computer Examinations in the Doctor of Medicine program</u></p> <p>Policy Number: 3364-81-04-034-00</p> <p>Approving Officer: Dean, College of Medicine & Life Sciences</p> <p>Responsible Agent: Associate Deans of Medical Education</p> <p>Scope: College of Medicine & Life Sciences M.D. Program</p>	 <p>Revision date: September 28, 2020</p> <p>Original effective date: 08/20/12</p>
<p><input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy</p>	

(A) Policy Statement

Required courses and clerkships in the curriculum for Doctor of Medicine program will use the policy outlined for the administration of all proctored examinations.

(B) Purpose of policy

The purpose of this policy is to assure a fair test administration for each student in the MD program and uniform consequences for any breach of professionalism occurring during a proctored examination.

(C) Scope

This policy applies to all students enrolled in the Doctor of Medicine program. It also applies to the faculty, administration, Academic Testing Center, and Office of the Registrar charged with monitoring student progress and ensuring compliance with the policy.

(D) Procedure

All computer test administration proctored by the Academic Test Center will be administered using the following procedures as outlined in this policy.

- (1) Examinees will be expected to arrive at the assigned examination room 15 minutes before the start time of the examination. This arrival time before the start of the

examinations will permit completion of all procedures required prior to the beginning of the examination.

- (2) Students arriving late for the examination may be admitted to the examination until the time that the first student has completed the examination and left the examination room. No additional time will be given to students who arrive late for the examination.
- (3) All personal belongings of any type are not permitted including, but not limited to:

Mobile devices, calculator, watches, eyeglass cases, paging devices, cellular phones, any electronic devices including fitness monitoring devices (Fit bits), laptop sleeves or cases, recording or filming devices, reference materials (e.g. textbooks, notes or papers of any kind), briefcases, coats, non-religious headcoverings, backpacks, or beverages or food of any type.
- (4) The following procedures apply to all proctored examinations.
 - Students are to have NO materials on their desk or lap other than a laptop, provided scratch paper, writing utensils, and erasers.
 - Students MUST NOT make notes on scratch paper prior to the start of the examination.
 - Students MUST NOT remove written notes from the examination room.
 - Students MUST NOT record or film any portion of the examination or scratch paper.
 - Students MUST NOT communicate with anyone, other than the Proctors, during the course of the examination.
 - Students MUST STOP working and submit exam at the first announcement that the examination time has expired.
- (5) Absences from the Test Room.
 - All absences from the Test Room will require a personal escort by a Proctor, unless the student has completed the examination, has handed in all the test materials to the Proctor, and is leaving the Test Room.
 - No additional time will be allowed as “make-up” time for time taken as absences from the Test Room.
- (6) Irregular Behavior. The following behaviors are considered *irregular and are strictly prohibited*.
 - Copying answers from another examinee.
 - Permitting another examinee to copy from your exam or scratch paper.
 - Continuing to mark or erase answers from the test materials or from any items distributed by the proctors AFTER the “Stop Writing” announcement has been made.

- Possessing notes or making notes on anything other than the scratch paper during course of the examination.
- Reproduction of any test material (or any part of them), through any means, including but not limited to removal of the testing material from the testing room, reconstruction through memorization and/or dictation and dissemination of the testing materials.
- Possession of a cell phone or any other electronic device(s) at a student's seat, or audible noise from any cell phone or electronic device in the test room.

Following the observation of unprofessional behavior by any member of the faculty or staff, the behavior or incident will be brought to the attention of the block/clerkship director and/or an Associate Dean in the College of Medicine, as appropriate. If the examination being administered is an NBME Subject Examination the National Board *may* be contacted by the UT/COM Administration for assistance in dealing with and assessing the management of the irregular behavior.

(7) Disruptive Behavior.

- If the conduct of an examinee interferes with the test conditions for other examinees, and the examinee fails to respond to a warning, any exam materials will be collected and the examinee causing the disruptive behavior will be escorted from the testing site.

Following the observation of disruptive behavior by any member of the faculty or staff, the behavior or incident will be brought to the attention of the block/clerkship director and/or an Associate Dean in the College of Medicine, as appropriate.

- After consideration of the irregular or disruptive behavior and discussion with the student, the block/clerkship director may complete a Professionalism Behavior Form.

(8) Disruption of the Testing Environment. The following are examples of possible disturbances to the testing environment.

- Any overhead speaker message (e.g. weather warnings and code announcement)
- Fire alarm
- Significant construction noises

Should any of the previous interruptions occur, proctors will immediately work to end the disturbance and/or pause the exam if necessary. Any incident(s) of disruption in the classroom environment during an examination should be reported to the Chief Proctor and documented in a written report used to inform the block director of the occurrence.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive VP for Clinical Affairs Dean, College of Medicine & Life Sciences</p> <p><u>September 28, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> Associate Deans of Medical Education, SLT</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>none</i> <p>Initial Effective Date: 08/20/12</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 01/04/17• 09/28/20 <p>Next review date: 09/28/23 (three years from most recent revision/review date)</p>
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