

MS2 EXAMINATION POLICY 2017-18

Course Directors:

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Examination Attendance

1. Students are required to take examinations at the time and date as scheduled.
 - a. Students should arrive at the exam location at least 15 minutes prior to the scheduled start of the exam, students arriving late for an examination will not be granted extra time to allow for their tardiness.
 - b. Only under truly **exceptional** circumstances will students be permitted to take examinations at a time other than the regularly scheduled examination period.
 - The **course director** must be notified by e-mail prior to a scheduled exam if a student anticipates missing the exam. The course director will then determine if the student may be excused from the scheduled exam and may take a makeup exam.
 - Exceptional circumstances include, but are not limited to: death or serious illness in the **immediate** family, child birth, illness requiring hospitalization and illness serious enough to warrant a written dispensation from a physician.
 - Other valid circumstances include, but are not limited to: traffic tie-ups, auto accidents or other situations of comparable gravity. These circumstances will be handled on an individual basis by the course director and may require documentation.
 - Medical, business or other appointments or professional meetings **only as excused in advance by the course director.**
 - Minor illnesses are **not** exceptional circumstances.
 - Unacceptable circumstances include, but are not limited to: oversleeping, not feeling prepared for the examination, text anxiety, non-emergency travel plans **including** reservations.
 - c. For students who cannot take an exam at the regularly scheduled time because of professionally related travel, he/she must make arrangements for a make-up examination with the course director as soon as the student is aware of the conflict and no later than one week prior to the regularly scheduled examination time. Failure to provide adequate notice may result in an unexcused absence. Reminder: Students who will miss classes for professionally related travel must have prior approval from the Office of Student Affairs and the course director.

- d. For students who have been granted an excused absence to miss a scheduled examination, the make-up examination must be rescheduled and taken within 72 hours of the original date. Arrangements for the make-up examination will be handled by the course director. Students who know ahead of time that they will miss an exam may be asked to take the exam early.
 - e. The authority to grant or deny a request made in advance for delay in taking a scheduled examination resides with the course director. If a request is denied and the student does not take the scheduled examination, the absence is recorded as "unexcused" and a score of "zero" (0) is recorded for that particular examination.
2. Students who have met the requirement for reasonable accommodations for testing purposes will be confirmed by the Office of Student Affairs.

Examination Security

1. Items students MAY bring to the exam in addition to their electronic device:
 - Pencils or pens
 - Light jackets, sweaters, sweatshirts, etc. without hoods
 - Caps without brims
 - Simple snacks and drinks
 - Ear plugs

Students will be given scratch paper for note taking during the exam. All scratch paper must be signed by the student and returned to the proctor at the end of the exam.
2. The following items are NOT permitted in the seating area of the exam room unless otherwise instructed:
 - Cell phones
 - Calculators
 - Watches with alarms, internet, computer or memory capability
 - Paging devices
 - Recording/filming devices
 - Radios
 - Other electronic devices such as electronic headphones, Personal Digital Assistants, etc.
 - Blank paper
 - Reference materials (books, notes, papers)
 - Briefcases or backpacks
 - Hoodies, heavy coats or hats with brims
 - Food that is noisy to consume or open or is overly fragrant

Prior to the start of the exam, students will place their cell phones in assigned cubicles at the front of the exam room. Any other prohibited items should be placed in a locker prior to coming to the exam room.
3. Students who wish to take a restroom break may do so. When a student leaves, his/her scratch paper and electronic device must remain on the desk in the exam room. The student must show ID before signing out and in with the restroom proctor. Only one student is allowed in each restroom at a time. No additional time will be added to the examination period to compensate for restroom breaks. Students may not leave the classroom to use the restroom during the final 15 minutes of the exam period.
4. Students are not permitted to ask questions during an examination. Absolutely no talking or distracting behavior is permitted.

5. Other types of examinations (such as National Boards, laboratory, or Clinical Skills) may require students to follow specific procedures and rules in accordance with that examination's stated policy.

Delivery of Computer-Based Exams

1. Prior to Exam Day

- Students must download the Exemplify software and make themselves familiar with the login procedure and set up for delivery of the exam. This information will be sent to the students at the beginning of the fall semester and will be reviewed at the mandatory Exemplify trial and mock exam. It is the student's responsibility to maintain the most current version of Exemplify for their electronic device.
- Students must download the examination prior to exam day. The course director will notify the students via e-mail when the examination is available for download. Students who have difficulty downloading the exam should arrive 20 minutes early to the exam location on exam day to have adequate time to download the exam prior to the starting time.

2. On Exam Day

- Students must bring to the exam a fully charged laptop or iPad with a charger for the device. The Exemplify software must be loaded to the device and the exam downloaded (unless the student was unable to do so, see above). The electronic device must have enough free memory space for the exam. Students may bring a mouse, if desired.
- The proctor will give the password to the students to start the exam and the resume code to use in the event they are kicked out of the exam prior to completion.
- **Students will be allotted 1.36 minutes/question on the first exam of the year. For all other exams, students will be allotted 1.2 minutes/question.** Rationale: We are aware that Step 1 allots ~1.5 minutes/question. However, JCESOM exams have fewer words per question stem and fewer answer choices compared to Step 1. Also, students who have taken Step 1 report that time management practiced when taking JCESOM exams was helpful when taking Step 1.
- Students who encounter technical difficulties with the software or their computer should notify a proctor for assistance.

3. At the End of the Exam

- Students must follow on-screen instructions for uploading their answers to ExamSoft. Students should pay attention to on-screen warnings that they will be unable to return to the exam once the answers are submitted.
- When ready, students should upload their answers and wait for the green confirmation screen to appear before leaving their seat. When the green screen has appeared, students should go to the proctor's table in the hallway. Students must show the green screen (confirmation that their answers have been uploaded to ExamSoft) to a proctor, turn in signed scratch paper and normal values sheet and sign out on a paper exam log. Note: If a device is powered down prior to completion of the upload, the answers will not upload until the device is powered up again.

- Students will be able to access a report of their performance on the ExamSoft Exam Taker portal once the results are released by the course director. Course directors will notify students by email when the results are available.

Examination Review and Question Challenges

Students are given the opportunity to review their examinations at scheduled Exam Review Sessions. Students will be able to review their exams only during the scheduled Exam Review Sessions.

The time of the exam review will be determined by the course director and posted on the curriculum calendar.

Students will be able to access a report of their performance on the ExamSoft ExamTaker portal once the results are released by the course director.

Procedures:

1. For security purposes, during the exam, questions are presented in a random order and answers are also presented in a random order. For this reason, the grade reports distributed to the students after taking the exam will correspond to a "master" exam rather than to the order in which the student may have seen the questions or the answers while taking the exam. Prior to the exam review each student will receive a grade report which shows the answer key and their answers to the exam questions along with other pertinent statistical information about the exam results.
2. Students will sign a paper roster upon entering the exam review room.
3. Only the following items will be permitted in the exam review room:
 - a. Electronic device on which the student will be doing the review, which must be the same device on which the student took the exam.
 - b. Pencil or pen
 - c. No other electronic devices, backpacks, books, papers or other notes will be permitted in the exam room during the initial review period (first hour).
4. Scratch paper will be provided and must be turned in to the proctor at the end of the one-hour challenge period.
5. Students may not leave the room during the review period unless they are done with their review and do not plan to challenge.
6. When students leave the Exam Review, either without submitting a challenge or after submitting a challenge, they will sign out on a paper roster. If they leave prior to the end of the review period, they must demonstrate to a proctor that they have logged out of the electronic exam review on Exemplify.

Review period:

1. Students will login into Exemplify and use the exam password and review password provided by the proctor to access the exam review.
2. Students will have one hour to review the exam questions and answers and identify any questions they wish to challenge. After the one-hour review period, students must logout of the exam review on Exemplify and demonstrate to the proctor that they have completely exited the exam review.
3. Students may take notes during the review period however, **examination questions may not be recorded in any form.** Any notes taken must be turned into the proctor at the end of the review. Picture-taking is strictly prohibited. Appropriate action will be taken if any such infringement occurs.

4. Students may not leave the room during the review period unless they are done with their review and do not plan to challenge.

Challenge period:

1. Students will have one additional hour to develop question challenges. A simple form is provided to guide the development of the challenge; one form per group challenge. Use of the form is optional.
2. Students may identify which questions they wish to challenge by writing the question numbers on the board during the review or challenge period. Students who have similar issues will discuss these issues as a group. The group challenge(s) should include the question number and a written rationale with references to lecture or assigned material.
3. Individual challenges will not be entertained unless there is only one student with a particular issue.
4. Students may access hardcopy or electronic notes or other resources only during the challenge period, after they have demonstrated that they have logged out of the exam review.
5. Examination question challenges must be submitted as written hardcopy to the course director by the end of the challenge period. No challenges will be accepted once the challenge period is complete.

Faculty Responses to Challenges:

1. Faculty will have until the end of the day on the third working day after the exam review to return their responses to the course director. The course director will distribute the responses to the students and, if necessary, regrade the exam and repost grade reports.
2. The course director has the final decision on resolution of exam question challenges.

Proctoring Requirements

1. The Chief Proctor, a faculty member, shall be responsible for assigning the correct number of proctors needed for each examination and providing sign-out sheets for restroom breaks, completion of the exam and participation in exam review. Sign-out sheets are stored in the course director's locker.
2. The Chief Proctor shall be responsible for reading the examination instruction, if required, and monitoring student behavior.
3. One proctor will be responsible for signing out and in students for restroom breaks. This proctor will secure the restrooms at the start of the exam and will ensure that only one student at a time is in each of the restrooms. This proctor may sit in the exam room or in the hallway.
4. At the end of the exam, one or more proctors will be responsible for checking the 'green screen' on each student's electronic device, collecting scratch paper and normal values sheets and ensuring that each student signs-out of the exam.
5. During the examination, proctors should observe the examinees to ensure that they do not communicate with one another in any way. If an examinee is suspected of either giving or receiving information, the proctor shall follow the instructions outlined in the section "Handling Irregular Incidents."
6. At least one proctor must remain in the exam room at all times.

7. The Chief Proctor or designee shall be responsible for securing the areas to ensure reference materials are not hidden or available to students. This includes the area directly outside of the exam room, restrooms, and hallway to the restrooms. The examination room itself must not have reference material readily available or within sight.
8. The Office of Medical Education shall be responsible for Chief Proctor orientation, as needed.
9. The Office of Academic Affairs in consultation with the Chief Proctor shall be responsible for establishing a plan for evacuating the testing room in the event of an emergency (e.g., fire, prolonged power failure). The plan should include collecting and securing the test materials (if time and circumstances permit), and providing instructions to the examinees and proctors regarding the exiting from and returning to the testing room. To ensure the security of the test materials, the proctor should be the last to exit and the first to return to the testing room. If possible, the room should be locked during the evacuation. To maintain the integrity of the examination, proctors should monitor the examinees during the evacuation to minimize communication among the group.

Handling Irregular Incidents

1. The Chief Proctor has the authority and responsibility to ensure that the examination is conducted under standardized conditions for all examinees. The Chief Proctor is expected to handle all incidents that disturb or deviate from these conditions and document the incident(s) in a written report to the Office of Academic Affairs.
 - a. If the conduct of an examinee interferes with the testing conditions of other examinees and the examinee fails to respond to a warning, the proctor may escort the examinee from the testing room with the least amount of disturbance to the other examinees. The proctor may ask the student to upload his/her exam prior to completion.
 - b. If the examinee exhibits irregular behavior during the examination, the Chief Proctor may allow the examinee to continue the examination session but should confirm the observation with at least one other proctor. Examples of irregular behavior may include, but not be limited to, copying answers from another examinee, permitting his/her answers to be copied, or providing or receiving unauthorized information about the content of the examination.
 - c. External disruptions such as construction noise, fire alarm, activity in adjoining rooms, hallway/corridor noise and internal disruptions such as room temperature, defective lighting, and examinee noise may cause distress and distraction to examinees during the administration of the examination. Disruptions should be handled as quickly as possible with minimal disturbance to examinees.
 - Relocate the testing room if necessary (e.g., if construction noise cannot be stopped).
 - Send a proctor out to disperse hallway/corridor noisemakers.
 - Contact building administration if fire alarm noise is prolonged, provided the alarm is not signaling a real emergency.
 - If the disruption is causing anxiety to the entire group and is prolonged, testing time should be extended to accommodate the duration of the disruption.

- If examinees must leave the testing room because of an emergency they should follow the instructions of the proctor regarding securing the exam.

Appeals Process

1. Appeals made for any action taken regarding the implementation of this policy shall be made in accordance with Section 10 of the Policy Regarding Academic and Professionalism Standards, Leaves and Appeals.

Approved by Curriculum Committee: September 10, 2009

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