



MS1 and MS2 EXAMINATION POLICY

Examination Attendance

1. Students are required to take examinations at the time and date as scheduled.
 - Students must be in their seats and ready to take the examination at the scheduled start time. Students arriving late for an exam will not be granted extra time to allow for their tardiness. Because students who arrive late disrupt other students, students who have an unexcused delay will receive an incident report.
 - 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, test anxiety, non-emergency travel plans **including** reservations.
 - For students who cannot take an exam at the regularly scheduled time because of professionally related travel, he/she must make arrangements for the 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.

- 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.
 - 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.
 - If for any reason the makeup exam cannot be reasonably scheduled within 72 hours of the original exam, the course director and the Office of Medical Education (OME) will work with the student to reschedule the exam as soon as possible. **The student will need to provide documentations in support of their appeal to the course director and the OME for such an extended delay (e.g. illness lasting more than three days will require a doctor’s note certifying the student’s inability to take the test).**
2. Students who have met the requirement for reasonable accommodations for testing purposes will be confirmed by the Office of Student or Academic 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. Students must sign their name on the scratch paper. All scratch paper must be 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.
 - 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. After completion of the examination, students will refrain from discussing the content of the exam with students who have not completed the test. Any effort to communicate information to other students who have not completed the exam will be considered academic dishonesty and referred to the Academic Affairs and Professionalism committee.
6. 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 the Exemplify software loaded and a charger for the device. 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.**
- **MS1 students will be allotted 1.5 minutes per question for both computer-based and laboratory practical exams. During the laboratory practical, students will have 70 seconds at each station. When all stations have been completed, students may return to stations they wish to review for the remainder of the exam session. The total time for the lab practical exam session will be equivalent to 1.5 minutes per question.**
- **MS2 students will be allotted 1.5 minutes/question.**
- **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 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 Assessment-Item Appeal

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 in upon entering the exam review room.
3. Only the following items will be permitted in the exam review room:
 - Electronic device on which the student will be doing the review, which must be the same device on which the student took the exam.
 - Pencil or pen
 - No other electronic devices, backpacks, books, papers or other notes will be permitted in the exam room during the initial review period (first 45 minutes).

4. Assessment-item appeal form will be provided and must be returned to the proctor at the end of the review session.
5. Students may not leave the room during the review period unless they are done with their review and do not plan to appeal an assessment-item.
6. At the end of the appeal period, or when they have completed the review and leave without making an appeal, students will sign out of the exam review and demonstrate to a proctor that they have logged out of the review on ExamSoft.

Review period:

1. Only students who are present at the exam review are allowed to appeal questions.
2. Students will login into Exemplify and use the exam password and review password provided by the proctor to access the exam review.
3. Students will have 45 minutes to review the exam questions and answers and identify any questions they wish to appeal. After the 45-minute review period, students must logout of the exam review on Exemplify and demonstrate to the proctor that they have completely exited the exam review.
4. Students may access hardcopy or electronic notes or other resources only during the appeal period, after they have demonstrated that they have logged out of the exam review.
5. No appeals will be accepted once the appeal period is complete.
6. Students who take the exam outside of the scheduled timeframe are allowed to review the exam but are not allowed to appeal exam questions.

For more information on the appeal process please refer to the “**Pre-Clinical Curriculum Exam Review and Assessment Item Appeal Process**” policy.

Faculty Responses to Appeals:

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.

Comprehensive NBME

Customized NBME examinations will be used as comprehensive assessments in MS1 and MS2 courses. These examinations will adhere to NBME policies and procedures. The examinations will be given using student-owned laptops at the BBSC/BCC. These examinations will have 1.5 minute/question across MS1 and MS2 exams. No formal exam review will be held for these examinations, however students will receive their individual strengths and opportunities report from the NBME. NBME Exam questions cannot be appealed.

Grade Appeal

Please note—individual assessment items may only be appealed during the formal exam review session. Once addressed by the faculty or the course director, **assessments items may not be used in basis for a grade appeal**. For information on the grade appeal process, please refer to the “MUSOM Grade Appeal” policy.

Approved by the Pre-clerkship subcommittee, JCESOM – July 12, 2019

Approved by the Curriculum Committee, JCESOM

Approved by the Dean, JCESOM—