

**Texas Tech University Health Sciences Center
School of Medicine
Office of Curriculum**

**Class of 2011 and Class of 2010 Computerized Testing Policy:
Computer Support – Student Responsibilities**

Class of 2011 and Class of 2010: Each student is responsible for the following actions to ensure that all students can take computerized exams on time for Spring 2008. Educational Technology (ET) in the Office of Curriculum can provide computer support for all student computers except Apple computers. Apple computer users must sign up for laptops after taking the first Health Check. These steps are essential to optimize computer support available to your class. Our goal is that every student takes each computerized quiz or test exactly on time.

For Spring 2008—for each student to receive computer support and take tests on time:

- **HealthCheck and Pretest Dates.** Each student is responsible for completing HealthCheck and the PreTest on the dates below. HealthCheck takes about one minute and can be done at home or in the building. ET reports will verify that each student has completed Health Check on the two dates below. We will let you know as soon as these applications are available. Students needing computer support must follow these steps or lose time on their exam (see below).
- **Required Laptop Requests: Apple Computers.** Each student with an Apple computer is responsible for signing up for a laptop after the first HealthCheck and a minimum of seven days before a scheduled exam.
- **Required Laptop Requests: PC users with known computer problems.** PC users with known computer problems must also request a SOM laptop seven days before a scheduled exam. See exam dates above.
- **HealthCheck and Pretest: all other PC users.** All other PC users must complete SOM Office of Curriculum-specified computer checks well in advance of each computerized exam. ***Each student must re-run these checks before each exam even if their computer has previously passed these checks. Frequently, automatic updates to programs such as Java can create conflicts with test taking software. Deadlines are listed above by class and block number.***

Day of Exam Procedures

- **Early Arrival.** Students must arrive to the exam room 30 minutes before the exam, boot up their computer, and launch the appropriate browser.
- **Length of Exam Time.** Students who have followed these steps will have **priority** for resolution of computer problems on exam days. Other students will receive assistance after these students have their computer problems resolved and have begun the exam. Although the actual exam begins when a student logs onto the test, the exam room is **only available for a limited time**. The exam administrator can override the length of time for taking an exam and **will** do so when the allotted time for the exam expires.
 - Students who fail to request a laptop on time, who fail to perform the required computer checks or who do not report to the exam room 30 minutes before the scheduled start time risk loss of actual examination time as the exam administrator **will** end the exam when the scheduled time slot ends. For example, the exam room has been reserved for 1 to 4 (180 minutes). The actual exam length is 150 minutes

from the moment of logon. A student who arrives late or has computer problems starts the exam one hour late. This student will only have 120 minutes to finish the exam.

REQUIRED HEALTHCHECK AND PRETEST DATES - Class of 2011

	1st HealthCheck	2nd HealthCheck	Pre-Test 20 min prior to exam	Exam Date
Block 3	Monday March 24	Monday March 31	Monday April 7	Monday April 7
Block 4	Friday May 23	Friday May 30	Friday June 6	Friday June 6

REQUIRED HEALTHCHECK AND PRETEST DATES - Class of 2010

	1st HealthCheck	2nd HealthCheck	Pre-Test 20 min prior to exam	Exam Date
Block 3	Monday Feb 25	Monday March 3	Monday March 10	Monday March 10
Block 4	Friday April 25	Friday May 2	Friday May 9	Friday May 9

Victor Gonzales, Director for Educational Technology – Office of Curriculum
Educational Operations Committee, SOM 4/16/2008