

**Texas Tech University Health Sciences Center  
School of Medicine  
Office of Curriculum  
Addendum to Common Policy Regarding Administration of Written  
Examinations**

**Computerized Assessment Policy for  
Medical Student**

**Applies to all Graded activity unless otherwise specified by the Block  
Leader / Clerkship Director.**

- Students will be required to bring their personal laptop computers (uniform model, if any, will have been specified by the School before matriculation).
- Each student is responsible to ensure that his/her laptop is in good working order. This includes the following:
  - Running University-supported anti-virus and spyware programs at least 4-5 days before an exam;
  - Making sure that they can connect to the Internet using an Ethernet cable;
  - Arriving at the exam 15-20 minutes early to resolve any computer problems
  - Plugging their laptops into a power outlet while taking an exam (i.e., bringing a charged battery, but not relying on it);
  - Plugging the network cable into the network port before turning on the laptop
  - Making sure that the wireless connection is disabled;
  - Making sure that cookies are enabled;
  - Making sure that all pop-up blockers are disabled;
  - Making sure that the IE browser language is set to US, English;
  - Waiting until the scheduled exam time to log in.
- Each student must ensure that software installed for on-line exams remains functional and that no other software installed on their machines interferes with it. Students must arrange for resolution of any hardware or software problems by SOM Office of Curriculum Information Technology Team and/or TTUHSC Information Technology Help Desk at least 3 business days before a scheduled exam. Time required to retrieve a forgotten laptop or to reinstall or update software will be deducted from the time allotted for the exam.
- Students must visibly wear their student picture ID badges. Personal items will not be allowed in the exam room(s).
- Items allowed in the exam room: Unless otherwise approved by the instructor of the block, examinees may only bring the following items into the exam room:

keys; student picture ID badges; pens; pencils; erasers; watches without alarms; ear plugs; laptop computer; power cable; and Ethernet cable. No boxes, pencil cases, eyeglass cases, or other opaque containers are allowed in the exam room.

- Prohibited items: Use of any other electronic devices will not be allowed during exams. No cellular phones, beepers, radios, pagers, PDAs, iPods, and headphones. Briefcases, backpacks, wallets, purses, hats (for males or females), watches with alarms, calculators, (unless required and/or allowed for specific exams by the block director), cameras, and study/review materials (e.g., Class notes, exam questions, textbooks, etc.) are prohibited on the student's person or in restrooms or hallways adjacent to the exam room during any bathroom breaks.
  
- In order to maintain the proper testing environment for students who are still working on the exam, students who have completed the exam must vacate the area **until** the prescribed examination time has elapsed. This includes the exam room itself and surrounding hallways.