TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
School of Medicine
Education Operations Committee
Revised 8-16-06

Common Policy Regarding Administration of Written Examinations

The following policy applies to examinations for students (examinees) in the Texas Tech University Health Sciences Center (TTUHSC) School of Medicine. Any questions of interpretation or application regarding this policy shall be referred to the Chair of the Education Operations Committee or his/her designee for final determination. The School of Medicine reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part. This policy is not intended to be exhaustive.

1. FACULTY MEMBER(S) RESPONSIBLE FOR THE EXAM: At least one (1) faculty member must be present and in charge of the administration of the exam. If multiple rooms are used for an exam, at least one (1) faculty member must be present in each room, with the exception of exam rooms used for a single examinee taking the exam under accommodations previously approved in accordance with the Standards for Curricular Completion in the School of Medicine Student Handbook.

2. EXAM PROCTORS: For each exam room there will be a minimum of one proctor for every 35 students. All proctors are expected to circulate around the room.

3. COVER PAGE OF THE EXAM: The Academic Honesty Statement, followed by a restatement of portions of this policy applicable to examinees, will be on the cover page of all exams prepared by the School of Medicine. Each examinee will be required to sign that he/she has read and agreed to these statements. In addition, the faculty member responsible for the exam or his/her designee shall read these statements to the examinees prior to the beginning of the exam.

4. ITEMS ALLOWED IN THE EXAM ROOM: Unless otherwise approved by the instructor of the course, examinees may only bring the following items into the exam room: keys; photo ID; pens; pencils; erasers; watches without alarms; and ear plugs. No boxes, pencil cases, eyeglass cases, or other opaque containers are allowed in the exam room.

5. PROHIBITED ITEMS: No cellular phones, beepers, radios, pagers, PDAs or communication devices of any kind are allowed in the exam room. Briefcases, backpacks, wallets, purses, hats (for males or females), watches with alarms,
calculators, (unless required and/or allowed for specific exams by the bloc
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. These items are to be left
in lockers, cars, or at home and may not be taken into the examination room.
TTUHSC is not responsible for the security of these items. Each examinee must
be prepared to demonstrate that his/her pockets do not hold prohibited items.
Possession of prohibited items during an exam will be regarded as academic
misconduct and pursued under applicable policies.

6. COMMUNICATIONS: Examinees are not allowed to use the telephone or other
communication device during an exam, nor communicate with anyone other than
the faculty member(s) responsible for the exam or the proctor(s) during the exam.
This prohibition includes even casual conversation to other examinees in the
exam room, or the restroom, hall or other room during any bathroom breaks.

7. ASSIGNED SEATING: For an exam given where all examinees are in the multi-
disciplinary lab (ACB 200), examinees will sit in pre-assigned seats. Seat
assignments will be posted fifteen (15) minutes prior to the beginning of the
exam. Prior to the beginning of the exam, the faculty member responsible for the
exam and/or a proctor will then pass out the exams, which are numbered,
according to the seat/station assignments. A minimum of two (2) versions of the
exam, with questions in different order, will be used. Examinees shall not change
seats without permission from a faculty member responsible for the exam or a
proctor. Proctors will then randomly ascertain that the correct examinee is at the
correct seat/station during each exam.

8. EXAM MATERIALS: Examinees are to keep answer sheets and test booklets
flat on the desk top. If the examinee must leave the room for any reason, the
examinee must take his/her test materials (all question books, answer books, etc.)
to the faculty member responsible for the exam or the proctor. No exam materials
may leave the room. See below for bathroom breaks.

9. DIVIDERS: For exam rooms where dividers define the individual exam station,
examinees should be cautioned regarding excessive leaning back, placing chairs
close to the divider line, and looking toward the exam station on either side.

10. BATHROOM BREAKS: If bathroom breaks are allowed due to the length of the
exam, no more than one (1) examinee at a time may be out of the room and must
be escorted. Prior to leaving the exam room for a bathroom break, the examinee
must take his/her test materials (all question books, answer books, etc.) to the
faculty member responsible for the exam or the proctor. No exam materials may
leave the room. Prohibited items (see above) are not allowed on the examinee’s
person or in restrooms or hallways adjacent to the exam room during bathroom
breaks. Each examinee must be prepared to demonstrate that his/her pockets do

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not hold prohibited items. A log of the bathroom breaks with the examinee’s name as well as leave and return times will be kept by the faculty member responsible for the exam or the proctor.

11. EXAM SECURITY: All testing materials must be accounted for before examinees leave the room. Prior to the ten (10) minute warning, examinees will leave the room one at a time and leave the second floor of the Academic Classroom building for exams in ACB 200. After the ten (10) minute warning, no one will leave the room before all exams and answer sheets are picked up and accounted for, and examinees will be required to remain quietly in their seats until all exams and answer sheets are collected and accounted for.

12. POSSIBLE ACADEMIC MISCONDUCT: If behavior occurs which prompts a faculty member responsible for the exam or the proctor to be concerned about academic misconduct, the faculty member’s or the proctor’s response may include, but is not limited to, as follows:

   a. The faculty member or the proctor may issue a general caution to the class regarding the behavior in question.

   b. The faculty member or the proctor may ask other proctors to also monitor the behavior in question and, as appropriate:

      1. Caution the examinee individually in a manner as discrete as possible, if deemed warranted by the proctor(s).

      2. Document the alleged behavior, including, but not limited to, the name of any examinee involved with the alleged behavior, circumstances surrounding the alleged behavior, date and time of the alleged behavior, and pursue the matter as specified under the Code of Professional and Academic Conduct in the TTUHSC Student Affairs Handbook.

13. NBME SUBJECT EXAMS: NBME Subject Exams for courses and clerkships will be proctored by the Office of Student Affairs. At certain times of the year, when clerkship, bloc, and/or final exams coincide, the Office of Student Affairs may call upon course directors to assist with proctoring in order to insure that appropriate conditions for NBME Subject Exams are met.