SOM OP: 30.04, Administration of Examinations

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to outline the responsibilities for all parties involved in the examination and provide guidance to Block Directors, Office of Curriculum staff, and students in procedures to follow before, during, and after summative examinations.

REVIEW: This SOM Policy and Procedure will be reviewed on November 1 of each odd-numbered year by the Education Operations Committee, with recommendations for revision forwarded to the Dean by November 30.

POLICY/PROCEDURE:

1. General. It is the policy of The Texas Tech University Health Sciences Center School of Medicine to administer examinations in a fair and objective manner. The Office of Curriculum will administer the School's policies regarding administration of examinations.

2. Responsibilities of persons involved in the administration of SOM examinations.
   a. Office of Curriculum:
      1) Educational technology (ET) support personnel.
         a) Provide computer help, exam room preparation, monitoring progress of computerized exams, preparing statistics, and re-grading.
         b) Provide loaner computers and emergency backup computers to students for and during examination.
      2) Block Coordinator.
         a) Prepare and load exam into computer, prepare paper backup exam.
         b) Archive any paper exams, computer grades, and final grades.
         c) Serve as Head Proctor for NBME (interface with NBME during exam).
      3) Provide laminated reference values sheet, calculators, pencils/scratch paper, or laminated sheet/marker for NBME).
   b. Block Director/Associate Block Director:
      1) Establish examination schedule.
      2) Solicit and compile exam questions.
      3) Assure correctness of exam on paper and computer.
4) Obtain and instruct sufficient proctors for each exam.
5) Serve as head proctor or designate an alternate.
6) Review exam for final grading.

c. **Proctors:**
   1) Observe exam as directed by Head Proctor.
   2) Once students seated, ascertain that correct examinee is at the correct station during the exam by randomly selecting 10% of students.
   3) Escort students to lobby for bathroom breaks.

d. **Students:**
   1) Complete HealthCheck on personal computer PRIOR to exam day.
   2) If known, unresolvable computer problem is discovered, request a SOM laptop seven (7) days before a schedule exam.
   3) Arrive at exam room fifteen (15) minutes before the exam is scheduled to begin to set up computer, boot the computer, and launch the appropriate browser. Late arrival to the exam may result in loss of time from the exam; habitual late arrival may result in referral to the Student Promotions and Professional Conduct Committee.
   4) Present TTUHSC ID badge in accordance with [HSC OP 76.02, Identification Badges](#), for admission to exam room.
      a) If acceptable ID is not available, student must report to the Office of Student Affairs to obtain exam admittance form.
      b) Place his/her ID visibly on the table within their workstation.
   5) Comply with all policies regarding classroom behavior.
      a) Place all personal belongings at sides of room away from exam workstations; no personal belongings should be brought to the individual examination desk (i.e., book bags, books, papers, calculators, extra clothing including caps, watches with alarms, pagers and cell phones, which should be turned off).
      b) No pencil cases, boxes, eyeglass cases, or other opaque containers are allowed at the exam desk. Pencils, scratch paper, and calculators (if needed) will be provided.
      c) Ear plugs; any other device must be approved by chief proctor.
      d) No communication with anyone other than the faculty member(s) responsible for the exam or the proctor(s) during the exam.
      e) Only one student may leave the exam room at a time; raise your hand and a proctor will assist you.
f) If you temporarily leave your exam station, partially close your computer and turn scratch paper to blank side.

g) When leaving exam room after submission of exam, leave the area; do not congregate in area outside exam room OR use restrooms adjacent to exam room.

6) Comply with examination procedures.

a) Complete (or sign) the Honor Code provided with each exam.

b) Comply with exam security requirements, use of lockdown browser, and signing off appropriately.

c) If you require assistance during the exam, raise your hand; no time penalty will accrue for computer problems.

d) If not remaining for exam review, quietly leave classroom and immediately exit the lobby areas at the classroom entrances; do not use restroom on second floor of ACB.

e) If remaining for exam review, shut computer off and close it until review begins; sign out of the computerized exam review.

7) In event of absence from a scheduled exam, follow the attendance policy.

3. Administration of computer examination.

a. The Academic Honesty Statement, followed by a restatement of portions of this policy applicable to examinees, will be provided as a mandatory quiz for all computer exams or on the cover page of paper exams given by the School of Medicine. Each examinee will be required to confirm that he/she has read and agreed to these statements.

b. Process of examination – opening, testing, submission:

1) Assigned seating. For any exams given 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. Examinees shall not change seats without permission from a faculty member responsible for the exam or a proctor.

2) A security code for entrance into computer exams will be provided once all students are online and ready to begin the exam.

3) The Office of Curriculum staff present during the exam will assist students who suffer computer problems during the exam; there will be no time penalty.

4) Prior to the ten (10) minute warning, examinees, accompanied by a proctor, may leave the room one at a time for restroom breaks or water breaks.

5) After the ten (10) minute warning, no one will leave the room before all examinees have submitted their exams (computer) or exams and answer sheets are picked up and accounted. No exam materials, including scratch paper, may leave the classroom.
6) Students must remain in the exam room if they intend to participate in the exam review.

c. **Proctors:**

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 two proctors.

3) All proctors are expected to circulate around the room.

d. **Breaks:** See paragraph 4.

e. **Post-exam review:** See paragraph 5.

4. **Breaks.**

a. **Bathroom break:**

1) 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 by proctor.

2) Prior to leaving the exam room for a bathroom break, the examinee must lower the screen of their computer, or pause their exam.

3) A log of the bathroom breaks with the examinee’s name as well as departure, return times, and proctor’s name will be kept by the persons responsible for the exam.

b. **Emergency break:** In the event of sudden illness, the head proctor will escort the student out of the room and obtain appropriate assistance.

5. **Post-exam review.**

a. A post-examination review will be offered immediately following the end of the exam.

1) To participate in the exam review, student must remain in exam room; students who leave the exam room will not be allowed back for the review.

2) This is an INDIVIDUAL review; there will no discussion of the questions or answers among the students or by the faculty.

3) Prior to exam review, computerized exam will be closed to all students.

4) Continue for appropriate amount of time as determined by the Block Director, generally 15-30 minutes depending on number of questions on the exam.

5) When finished with the exam review (before time is up, or at the end of the allotted review time).
a) Sign out of the computerized exam.

b) For paper exam, all test materials will be collected by the proctors as the students leave.

6) Any student may make an appointment for a discussion of the exam topics with the Block Director or one of the faculty.

b. The Block Director will review the “Question Review Request Forms” and/or computerized comments and provide feedback to students regarding changes to questions.

6. 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.