(A) Policy Statement
Required courses and clerkships in the curriculum for Doctor of Medicine program will use the policy outlined for the administration of all proctored examinations.

(B) Purpose of policy
The purpose of this policy is to assure a fair test administration for each student in the MD program and uniform consequences for any breach of professionalism occurring during a proctored examination.

(C) Scope
This policy applies to all students enrolled in the Doctor of Medicine program, as well as all other students enrolled in courses that are a part of the MD program curriculum. It also applies to the faculty, administration, and Office of the Registrar charged with monitoring student progress and ensuring compliance with the policy.

(D) Procedure
All written/computer test administration proctored by the UT/College of Medicine Academic Test Center proctors will be administered following the procedures outlined in this policy.

1. Examinees will be expected to arrive at the assigned examination room 20 minutes before the start time of the examination. This arrival time before the start of the examinations will permit completion of all procedures required prior to the beginning of the examination.

2. Students arriving late for the examination may be admitted to the examination until the time that the first student has completed the examination and left the examination room. No additional time will be given to students who arrive late for the examination.
3. All personal belongings of any type are not permitted including but not limited to:

Mobile devices, calculator, watches, eyeglass cases, paging devices, cellular phones, any electronic devices including fitness monitoring devices (Fit bits), laptop computers (does not apply for computer exams), laptop sleeves or cases, recording or filming devices, reference materials (e.g. textbooks, notes or papers of any kind), briefcases, coats, hats, backpacks, or beverages or food of any type.

4. The administration of the test materials will be handed out to each student individually. Timing for the examination WILL occur once the examination materials have been distributed to all students.

5. The following procedures apply to all proctored examinations.
   - Students are to have NO materials on their desk or lap other than the Test Material, Answer Sheet, Pencil and Erasers.
   - Students MUST NOT make notes on answer sheets or the test material content prior to the start of the examination.
   - All answers MUST be placed on the appropriate answer sheets.
   - Students MUST NOT make written notes of the contents of the examination or remove pages or materials from the examination or remove such materials from the examination room.
   - Students MUST NOT record or film any portion of the examination or answer sheets.
   - Students MUST NOT communicate with anyone, other than the Proctors, during the course of the examination.
   - Students MUST STOP writing and erasing at the first announcement that the examination time has expired.
   - Students will NOT be given any additional time to transfer answers from the Test Book to the Answer Sheet at the expiration of the examination time.

6. Absences from the Test Room.
   - All absences from the Test Room will require a personal escort by a Proctor, unless the student has completed the examination, has handed in all the test materials to the Proctor, and is leaving the Test Room.
   - No additional time will be allowed as “make-up” time for time taken as absences from the Test Room.

7. Irregular Behavior. The following behaviors are considered irregular and are strictly prohibited.
   - Copying answers from another examinee.
   - Permitting another examinee to copy from your Answer Sheet.
   - Continuing to mark or erase answers from the test materials or from any items distributed by the proctors AFTER the “Stop Writing” announcement has been made.
   - Possessing notes or making notes on anything other than the Test Book or Answer Sheet during course of the examination.
• J Reproduction of any test material (or any part of them), through any means, including but not limited to removal of the testing material from the testing room, reconstruction through memorization and/or dictation and dissemination of the testing materials.

• J Possession of a cell phone or any other electronic device(s) in the test room.

Following the observation of unprofessional behavior by any member of the faculty or staff, the behavior or incident will be brought to the attention of the block/clerkship director and/or an Associate Dean in the College of Medicine, as appropriate. If the examination being administered is an NBME Subject Examination the National Board may be contacted by the UT/COM Administration for assistance in dealing with and assessing the management of the irregular behavior.

   • J If the conduct of an examinee interferes with the test conditions for other examinees, and the examinee fails to respond to a warning, any exam materials will be collected and the examinee causing the disruptive behavior will be escorted from the testing site.

Following the observation of disruptive behavior by any member of the faculty or staff, the behavior or incident will be brought to the attention of the block/clerkship director and/or an Associate Dean in the College of Medicine, as appropriate.

   • J After consideration of the irregular or disruptive behavior and discussion with the student, the block/clerkship director may complete a Professionalism Behavior Form.

9. Disruption of the Testing Environment. The following are examples of possible disturbances to the testing environment.
   • J Any overhead speaker message (e.g. weather warnings and code announcement)
   • J Fire alarm
   • J Significant construction noises

Should any of the previous interruptions occur, proctors will automatically add an additional two-five minutes to the length of the exam depending on the extent of the disturbance. Any incident(s) of disruption in the classroom environment during an examination should be reported to the Chief Proctor and documented in a written report used to inform the block director of the occurrence.
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<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<td>Christopher Cooper, M.D.</td>
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Executive VP for Clinical Affairs
Dean, College of Medicine & Life Sciences

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Next review date: 01/04/20 (three years from most recent revision/review date)