


<p><b>Name of Policy:</b> <a href="#">College of Medicine and Life Sciences: Administration of Proctored/Written and/or Computer Examinations in the MD program</a></p> <p><b>Policy Number:</b> 3364-81-04-034-00</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Director, Academic Test Center</p> <p><b>Scope:</b> College of Medicine &amp; Life Sciences M.D. Program</p>	 <p><b>Revision date:</b> May 6, 2024</p> <p><b>Original effective date:</b> 08/20/12</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

**(A) Policy Statement**

Required courses and clerkships in the curriculum for Doctor of Medicine (MD) 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 MD program. Furthermore, it also applies to the faculty, educational administration, Academic Testing Center (ATC), and Office of the Registrar charged with monitoring student progress.

**(D) Procedure**

All computer test administration proctored by the ATC expects the following from the examinees.

1. Arrive 15 minutes before the administrative start time of the examination. Late arrival is considered a Disruptive Behavior. Students arriving late may be admitted to the examination up until the time the first student has completed and left the examination room. No additional time will be given to those who arrive late.
2. All personal belongings of any type are not permitted to be in the proximity while taking the examination. The list of items include, but are not limited to the following:

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- Mobile/cellular devices/phones, calculator, watches, eyeglass cases, paging devices, any electronic devices including fitness monitoring devices (Fit bits), laptop sleeves/cases, recording/filming devices, reference materials, briefcases, coats, non-religious head coverings, backpacks, or beverages or food of any type.
3. All absences from the exam room will require an escort by a Proctor unless the student has completed the examination and is leaving the exam room. No additional make-up time is allowed for time taken as absences from the examination.
  4. The following behaviors are *strictly prohibited and is defined as academic dishonesty*.
    - Intentionally viewing test content or notes on scratch paper from another examinee.
    - Continuing to take the test AFTER the “Stop Writing” announcement has been made.
    - Reproduction of **any** test material through any means, with the intent of dissemination and breach of testing materials.
    - Audible noise from any cell phone or electronic device in the test room that belong to the examinee.

If unprofessional behavior or incident is observed by any member of the faculty or staff, the observed behavior will be brought to the attention of the course/clerkship director and/or Associate Dean of Medical Education through completion of a Professionalism Behavior Report. If the examination being administered is an NBME Subject Examination the National Board *may* be contacted by the UTCOMLS Administration for assistance in dealing with and assessing the management of the irregular behavior.

5. *Disruptive Behavior*: 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 will be escorted from the testing site.
6. *Disruption of the Testing Environment*: The following are examples of possible disturbances to the testing environment.
  - Any overhead speaker message (e.g. weather warnings and code announcement)
  - Fire alarm
  - Significant construction noises

Should any of the previous interruptions occur, proctors will immediately work to end the disturbance and/or pause the exam if necessary. Any incident(s) of disruption in the classroom environment during an examination should be reported to the Chief Proctor.

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<p>Approved by:</p> <p><u>/s/</u> _____ Christopher Cooper, M.D. Dean, College of Medicine &amp; Life Sciences</p> <p><u>5/22/24</u> _____ Date</p> <p><i>Review/Revision Completed by:</i> Associate Deans of Medical Education,</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p><b>Initial Effective Date: 08/20/12</b></p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"><li>• 01/04/17</li><li>• 09/28/20</li><li>• 03/27/24</li><li>• 05/06/24</li></ul> <p><b>Next review date: 05/06/2027</b></p>
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