CoM Online

THE UNIVERSITY OF OKLAHOMA College of Medicine

# POLICY

**Number: 408**

**Area: Education**

**Title: Administration of Examinations**

## Site of Exam

Examinations may be administered in-person or remotely. Remotely delivered exams should only be used under extraordinary circumstances.

Students must take all in-person examinations at their home campus. Exceptions may be made for unpredictable extraordinary circumstances such as a winter storm that makes travel dangerous. For the weather exception, a student must notify the associate deans responsible for student affairs on both campuses and course director(s) as soon as the student knows that travel to the home campus is dangerous. If a student wishes to request the ability to take the exam on the other campus due to a predictable extraordinary circumstance, the student must make this request to the associate deans responsible for student affairs on both campuses no later than two days before the scheduled exam. Permission will be granted if both deans approve. After approval, the associate dean(s) will notify the course director(s) and course coordinators.

All examinations are closed. It is a violation of University and College of Medicine policies for students to have in their possession copies of questions from previously given closed examinations from any College on the Health Sciences Center Campus.

All examinations will begin promptly at the announced time. Students who are late to an exam may take the exam, but they must finish by the originally announced deadline. No extra time will be given for unexcused tardiness to an exam.

Students may not consult books, lecture notes, or other resources during an examination unless explicitly permitted by the course director.

**In-person Computer-based Exams**

1. Each student is responsible for bringing a functioning laptop, updated with the programs required to take online exams at the College. The computer must comply with the requirements set forth by the College. All students are responsible for ensuring that online exam program(s) and virus scanning programs are up-to-date and that the laptop can connect to the wireless network.

2. Examination questions must be randomized.

3. Proctor(s) will be present in the room(s) at all times. One proctor will be designated as chief proctor for the examination. Other proctors will be assigned duties as deemed necessary by the chief proctor.

4. No questions will be answered by the proctors or director at any time during the examination (except for questions regarding possible technical problems or typographical errors).

5. All students will report for the examination at the announced time. Students will be permitted to enter the room 15 minutes prior to the beginning of the examination. No talking will be permitted once the students enter the examination room. Examinations will begin promptly at the announced time.

6. The only materials that are permitted in the room during the examination are student IDs, No. 2 pencils, laptops, power cords, a computer mouse, and erasers. No refreshments will be permitted in the examination room.

No hats or bulky outerwear may be worn. Study materials, backpacks, briefcases, audio equipment, electronic devices (such as cell phones, MP3 players, cameras), computers or computer devices or their sleeves, watches with phone, memory or calculator capabilities and earphones will not be allowed in the examination room. Calculators will not be permitted.

7. If a student leaves the examination room during the examination, his/her laptop must be partially closed, and sheet of paper must be placed face down on the desk.

8. Students are permitted to use the restroom, one student at a time. A proctor must exit the lecture hall with the student and wait in the lobby for their return.

9. During the examination, the students will honor a code of silence. No talking or other communication will be permitted.

10. Students who finish the examination must provide evidence that they are not leaving the room with exam information (such as by showing a proctor the “submit” page on their laptop, showing a proctor a completely shut down laptop, or through other mechanisms). Students must leave the examination room quietly, and must immediately leave the examination area, which includes the lobby and the restrooms used by the examinees.

11. Course directors will clearly designate the time limit for each exam. The online exam must show the clock during the exam so that students will know exactly how much time they have remaining.

12. Reasonable accommodations for any student who has an approved qualifying disability will be provided based on the specific need of the student.

**Remotely Delivered Computer-Based Exams**

1. Each student is responsible for bringing a functioning laptop updated with programs and hardware (e.g., webcam, microphone) required to take

remote exams. The computer must comply with requirements set forth by the College. Students are responsible for ensuring that online exam program(s) and virus-scanning programs are up to date, that their laptops can connect to the wireless network, and that webcams and microphones are functional.

2. Proctor(s) will monitor exams according to approved procedures.

3. No questions will be answered by the proctor(s) or course director(s) at any time during the examination (except for questions regarding technical problems or typographical errors).

4. Students must have their computers on, connected to the internet, and ready to log in to the examination 15 minutes prior to the scheduled start time of the exam. This will allow time for students to ensure they have access to the exam.

5. Students will follow pre-exam etiquette (e.g., webcam, I.D., environment check) according to approved procedures.

6. The only materials that are permitted in the student's desktop area during the examination are student IDs, pens or No. 2 pencils, laptops, power cords, a computer mouse, and erasers. No refreshments will be permitted in the examination room. No hats or bulky outerwear may be worn. Study materials, backpacks, briefcases, audio equipment, electronic devices (such as cell phones, MP3 players, cameras), computers or computer devices or their sleeves, watches with phone, memory or calculator capabilities and earphones will not be allowed in the examination room. Calculators will not be permitted.

7. No other individuals are allowed in the student's immediate exam area. No communication with other individuals is permitted after the start of the examination. No texting or electronic messaging will be permitted once a student logs on to the exam other than that which is specifically allowed by the course director and/or program-assigned proctor(s) to address any technical problems.

8. Students must participate in any faculty/staff assigned trial, practice, and/or compatibility check of the computer-based exam platform. Faculty and staff will make reasonable effort to assure timely notification and scheduling of any assigned trial, practice, and/or compatibility checks.

9. A reasonable effort will be made to format longer remotely proctored exams (those with over 65 questions) to allow for breaks. This may include (i) dividing the exam into blocks with designated breaks between blocks, or (ii) adding 5 minutes to the exam window and allowing the student to take a break with proctor approval while the exam is in session.

10. Students who experience technical difficulties must immediately notify the proctor.

11. Students who are unable to complete an examination due to a technical difficulty that is beyond their control will be allowed to take a make-up examination.

**In-person Preclinical Written Exams**

1. Examinations will be prepared in at least two forms and placed face down on the desks in the room prior to allowing students in the room.

2. Each seat location in the examination room is numbered, and a list of randomly assigned seats will be posted outside the room 15 minutes prior to the examination. All students will occupy their assigned seats for the examination.

3. Proctor(s) will be present in the room at all times. One proctor will be designated as chief proctor for the examination. Other proctors will be assigned duties as deemed necessary by the chief proctor.

4. No questions concerning the exam will be answered by the proctors or director at any time during the examination (except for questions regarding possible typographical errors).

5. Answer keys for the examination will not be posted or distributed in any way before all students taking the exam have turned in their examination materials.

6. All students will report for the examination at the announced time. Students will be permitted to enter the room 15 minutes prior to the beginning of the examination. No talking will be permitted once the students enter the examination room. Examinations will begin promptly at the announced time. Students who arrive late may take the exam, but they must finish the exam by the originally announced deadline.

7. The only materials that are permitted in the room during the examination are student IDs, No. 2 pencils, and erasers. No refreshments will be permitted in the examination room. No hats or bulky outerwear may be worn. Study materials; backpacks; briefcases; audio equipment; electronic devices (such as cell phones, MP3 players, cameras), computers and computer devices; watches with phone, memory, or calculator capabilities; and earphones will not be allowed in the examination room. Calculators will not be permitted.

8. During the examination, students will be restricted to the following areas outside of the examination room: 1) the lobby between the East and West Lecture Halls; and 2) the lobby restrooms. All other areas are off-limits, including the lounge area and the modules. If a student leaves the examination room during the examination, his/her materials must be placed face down on the desk.

9. Students are permitted to use the restroom, one student at a time. A proctor must exit the lecture hall with the student and wait in the lobby for their return.

10. During the examination, the students will honor a code of silence. No talking or other communication will be permitted.

11. Students who finish the examination early will follow the procedure established by the chief proctor for submitting their examination materials. Students must leave the examination room quietly. Students must immediately leave the examination area (including the lobby and the restrooms used by the examinees).

12. Course directors will clearly designate the time limit for each exam. The chief proctor will announce to the entire group of examinees when 30 minutes of examination time remain. A similar announcement will be made when 10 minutes remain.

13. At the end of the examination, the chief proctor will inform the examinees that the time allotted has expired and that no further writing of any kind, marking of examinations, or answer sheets will be permitted.

14. All examinations are closed. It is a violation of University and College of Medicine policies for students to have in their possession copies of questions from previously given closed examinations from any College on the Health Sciences Center Campus.

15. Reasonable accommodations for any student who has an approved qualifying disability will be provided based on the specific need of the student.

**Policy Date: 7/27/92**
**Approved By: Executive Dean; PCS**
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