


Policy Name: QCOM Exam Administration

 <p>QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY</p>	Policy/Procedure/Process Name:	QCOM Exam Administration Policy
	MSEC/ADMIN Number:	MSEC-0515-11
	Approving Officer:	Ramsey McGowen, PhD/ MSEC Chair
	Agent(s) Responsible for implementation:	M1/M2/M3 Course/ Clerkship Directors
Original Approval Date: 5/19/15 Effective Date(s): 5/19/15; 2019-20 AY; 7/16/19; 8/20/19;	Originator Name/committee:	Course/Clerkship Directors
<input type="checkbox"/> New Policy/Procedure/Process Proposal	<input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s): 5/13/2019 updated student demonstration of academic achievement to remove reference to letter grade (refer to Pass/Fail Grade System 2019-2020); 7/16/19 updated exam day procedures. 8/20/19 updated text "TBR" to "institutional governing policy". 8/26/19 updated to include course/clerkship director where applicable and discretion authority identified.	LCME Required Policy/Procedure/Process: Yes No <input checked="" type="checkbox"/> LCME Element(s) Number and Description: <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>	
All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.		
Administrative Review Date(s): 7/10/2020		

(A.) Policy/Procedure/Policy Statement:

Students are expected to take exams on the dates scheduled. The examination schedule for years one and two is published by the beginning of each semester. Third year exam dates are published at the beginning of each academic year.

(B.) Purpose of Policy/Procedure/Process:

To provide a uniform policy across courses and clerkships for the administration of Quillen College of Medicine exams. Certain unavoidable circumstances may require modification of exam dates for individual students. In such circumstances, the exam schedule may be modified to allow administration at a different time if the change is approved by the course/clerkship director and the Executive Associate Dean for Academic Affairs (EAD), prior to the exam date. The *Permission Form for Modification of Examination Schedule* is to be used to document this approval and becomes part of this policy. See attached form.

(C.) Scope of Policy/Procedure/Process (applies to):

M1, M2, and M3 students enrolled in the Quillen College of Medicine MD program.

(D.) Activities of Policy/Procedure/Process (start to finish):

Examples of valid reasons for requesting rescheduling an exam:

- Family emergency (death of an immediate family member, having to be out of town for a serious health issue of an immediate family member, etc.) The institutional governing policy defines Immediate Family Members as: 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.
- Serious medical issues that are out of the student's control (pre-term labor, flu, hospitalization)
- Major family activities scheduled prior to exam schedule release. (e.g., a sibling's wedding). If this

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occurs, the student is to contact the course director immediately upon publication of the exam schedule.

- Attendance at conferences by formally elected student representatives (procedure for approval of extracurricular activities detailed in this policy)

Examples of invalid reasons for asking for an exam to be rescheduled:

- Convenience
- Minor family events (a bridal shower), vacations
- Family/Personal events that were scheduled after the exam schedule was published and could have been avoided if the student had paid attention to the schedule
- Elective surgery
- A volunteer activity, e.g. secondary school presentation.
- An elective professional developmental activity, e.g. a meeting to learn more about a particular specialty.

Extracurricular activities conflicting with examination schedule:

Occasionally, student participation in an extracurricular professional activity/event representing Quillen may conflict with an exam date. Exam rescheduling may be appropriate when such conflicts arise and will be determined on a case by case basis.

Staff and administrators are to consult the exam schedule for all of the student's courses before offering travel support. This includes elected student representatives representing Quillen College of Medicine at conferences. If an activity conflicts with a scheduled exam, the section administrator offering the travel support will meet with the course director/clerkship director in advance to discuss the academic standing of any student being considered for the trip.

Prior to making a commitment to participate in an activity, the student must meet with the course director/clerkship director of the course/clerkship during which the activity occurs. The student must demonstrate that the exam date modification will not adversely affect his/her academic achievement. In general, students shall demonstrate prior successful academic achievement through evidence of an 85% or higher course average.

For situations where several students attend the same conference (and are deemed eligible to attend the event), all students missing the exam will make up the exam at the same time and date set by the course director.

If the course utilizes ExamSoft, the course director/clerkship director will work with the ExamSoft administrator to determine the date and time of the rescheduled exam.

Exam Day Procedures:

All students must be present before the exam can be started. The option to delay the exam start time for the entire class and/or approve any students being admitted to the exam room after the exam has started will be at the discretion of the course director.

If a student is ill or is unable to be present for the exam due to extreme circumstances, the student must attempt to notify the course director, course coordinator, or exam proctor via phone or e-mail prior to the announced start time of the exam in order to be excused from the exam and have their exam rescheduled.

Students are to bring only their student ID card, and computer and required cords, for an electronic exam. Students may not have any other items in the seating area of the exam room. Do not make notes on your laminated green sheet or scratch paper provided prior to entering your CIN or start up

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code. Once your exam begins, you are permitted to make calculations or notes ONLY on the laminated green sheet or scratch paper provided.

Students are not allowed to exit the secure testing area with either the laminated erasable note board or green sheet, scratch paper, pens, pencils, or any material provided to work out exam questions.

Language to be Read at the Beginning of Each Exam

1. This examination is subject to the College of Medicine Honor Code.
 - a. Any breaches will be reported to the Honor Council and additional penalties may be recommended to the Dean, including expulsion.

2. Failure to adhere to the requirements outlined below will result in a grade of zero being assigned for the exam.
 - a. The following items are either to be left outside the exam room or placed in backpacks left at the designated area identified by the instructor.
 - food or drink
 - headwear, coats, or outer jackets
 - cell phones
 - paging devices
 - radios
 - calculators
 - recording/filming devices
 - iPod, iPad, or similar devices
 - reference materials (books, notes, papers)
 - watches with alarms, computer, or memory capacity
 - backpacks, briefcases, or luggage.
 - b. All electronic devices are to be turned completely off---not to a vibrate setting-- when placed in backpacks.
 - c. Disposable ear plugs may be used as long as they are not attached to cords or other devices.
 - d. Students are expected to sit in front of their computer screen to remove any temptation or appearance of irregular behaviors such as wandering eyes/looking at others work.

3. Personal breaks:
 - a. Only one student may leave the exam room at a time.
 - b. No items may be removed from the exam room.
 - c. During NBME exams students will be escorted for breaks.
 - d. During Non-NBME exams:
 - Personal breaks will not be permitted during the first one hour of an in-house exam. Students who experience an urgent need for being excused from the room should consult the course director or exam proctor.
 - Students will be required to sign in and sign out when they leave and return to the testing room.
 - Students are expected to utilize the facilities closest to the exam room.
 - Students must not converse with anyone, other than a course faculty member or exam proctor, either inside the exam room or outside of the exam room while the exam is being given.
 - Students are not to consult any resources while out of the exam room.
 - Students will not be allowed to return to the exam room from breaks which exceed 10 minutes and their exam session will be terminated.

4. Should there be any major issues with the electronic exam connection remember this is still a testing environment and you need to remain silent.

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5. The time allotted for this exam is: ____ hours.
6. The exam will be proctored by faculty members and/or staff members.
7. Once the exam is completed students are:
 - a. To leave quietly. If a laptop is utilized for the exam, it is to be taken outside the exam room before being placed in a backpack.
 - b. Not to disseminate detailed information regarding exam content to any other individual, either during or after any exam.
 - c. Not to congregate in the hallway outside the exam room out of courtesy to those still taking the exam.

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by:	Date
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	April/May 2015; July 16, 2019; August 20, 2019
<input type="checkbox"/> Student Affairs	
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	July 2019, August 2019
<input checked="" type="checkbox"/> M1/M2 Course Directors	July 2019, August 2019
<input checked="" type="checkbox"/> Medical Student Education Committee	5/19/15; July 16, 2019, August 20, 2019
<input checked="" type="checkbox"/> Student Groups/Organizations (describe): Organization of Student Representatives (OSR) Honor Council	April/May 2015; July 2019, August 2019

Notifications of New or Revised Policy	Method of Notifications and Date
<input checked="" type="checkbox"/> Medical Students	August 2019
<input type="checkbox"/> <input checked="" type="checkbox"/> All QCOM Faculty	August 2019
<input checked="" type="checkbox"/> All QCOM Staff	August 2019
Admissions Office (catalog)	

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Quillen College of Medicine Office of Academic Affairs
Permission Form for Modification of Examination Schedule

PRINT Student Name: _____

Print Course Name

Print Course Director's Name

Scheduled Examination Date

Scheduled Examination Time

New Examination Date

New Examination Time

Reason for rescheduling the examination:

Required Signatures

Student

Date

Course Director

Date

Executive Associate Dean (EAD)

Date

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In order to provide consistency and allow for tracking, those students requesting special consideration for examination scheduling must complete this form. The form must be completed by the student who is responsible for obtaining the appropriate signatures prior to receiving approval of a requested exception to the published exam schedule.

This form will be included in each course/clerkship syllabus. Once the form is approved/denied, a copy of the form will be retained in the student's file.