1. Purpose
The exam day process has been established to protect the security and integrity of written and collaborative exams delivered to OMS I and OMS II students.

2. Related Policy/Authority
Burrell College of Osteopathic Medicine; Student Handbook; Exam Procedures, Section 30

3. Faculty/Staff Responsibilities
IT Support staff are responsible for any IT-related issues with student computer, and for ExamSoft-related application issues.

Testing Center Manager and staff are responsible for overseeing exam day.

Assistant Dean of Student Assessment supports the Testing Center Manager and staff in the delivery of exams, and is the overall responsible authority for BCOM examinations.

Assistant Dean of Pre-Clerkship Curriculum is responsible for determining if a late student can sit for the exam.

The Associate Dean of Pre-Clinical Education is the ultimate responsible authority if other individuals are not available.

4. Definitions/Abbreviations
Examplify - the application used for taking exams constructed using the ExamSoft testing platform.

5. Procedural Steps
1. Before Exam Day:
   a. Students will be sent an e-mail communicating the date and time of the exam, and outlining the standard procedure of exam download and test day practices.
   b. Students must download the exam by 12:30 pm the day before the administration of the exam.
   c. Students have until 2:00 pm the day before the administration of the exam to contact IT if there are technical issues preventing the downloading of the exam.
   d. It is the student’s responsibility to keep Examplify updates current (check for Examplify updates prior to downloading each exam).

2. Exam Day:
   a. Proctors will be scheduled such that there is at least 1 male and 1 female proctor in the exam room at all times. Typically this means a minimum of 2 male and 2 female proctors in the large lecture hall exam room.
   b. Students may enter the assigned testing room fifteen (15) minutes before the start of the exam. Students must remain quiet upon entering the testing environment.
c. Prior to entering the exam room, students must reboot their computers.

d. Students may enter the exam room with a clear bottle of water, a laptop computer and power supply, and a mouse. No personal items, including cellphones, jackets with pockets, hats, or other specified items are allowed to be carried into the room. Personal items must be stored in the identified “bag room”.

e. The Testing Center personnel will distribute seat assignment sheets (which may be used as scratch paper), pencils, and portable calculators (as needed) as the students enter the exam room.

f. Students must be in their assigned seats at least ten minutes prior to the start of the exam. Doors will close when the exam begins.

g. Once a student enters the exam room, he/she is not permitted to leave the exam room until after the exam begins.

h. Students may not request a different seat assignment.

i. Students are allowed to make notes on their seat assignment sheet if their laptop is closed and remains closed.

i. Approximately ten (10) minutes prior to the start of the exam, pertinent announcements regarding the exam and/or Examplify will be made.

j. If a student arrives after doors are closed, he/she will not be allowed in the exam room and must report to the Testing Center personnel who will refer them to the Assistant Dean for Pre-Clinical Education.

k. Students will be instructed to open their laptops, shut down all applications except for Examplify and proceed to the passcode screen.

l. If a student is having IT issues before the exam begins, students must ask IT for assistance. If the students have IT issues after the exam has started, a proctor will escort the student to a member of the IT staff. When the IT issue is resolved, the student will return to his seat in the exam room and continue with the exam.

m. The exam passcode will be displayed on the screen in the exam room. Students will enter the passcode and begin the exam.

n. If a student needs to leave the exam room for any reason, he/she must raise their hand to be escorted by a proctor.

o. Once an exam is completed, the student must show the “Congratulations” green screen to a proctor prior to exiting the exam room.

p. Students must leave the exam wing and be respectful of others taking the exam.

q. Once the exam is complete, the Testing Center personnel will verify all scores have been uploaded.

Any student who does not follow the above procedures may be subject to a finding of nonprofessional conduct and referred to the Office of Student Affairs.

6. Reports/Charts/Forms/Attachments/Cross References

N/A

7. Maintenance
This procedure will be reviewed on an annual basis by the Office of Pre-Clinical Education in coordination with the Curriculum Committee.

Student Handbook and the Assessment/Exams Desktop Instruction will be updated as necessary.

8. Signature

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<td>Cindy Funk, PhD</td>
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9. Distribution List

Internal/External

10. Revision History

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