

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Remote Testing	SOP #: PCE.027.00
Effective Date	5.26.2020
Last Revision/Review	5.26.2020

1. Purpose

The remote testing process has been established to protect the security and integrity of remote exams delivered to OMS I and OMS II students. Students will be allowed to take an exam in a non-campus location and proctored via camera the entire length of each exam.

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook; Exam Procedures, Section 30

3. Faculty/Staff Responsibilities

Assistant Dean of Student Assessment; Associate Dean of Pre-Clinical Education

4. Definitions/Abbreviations

Examplify – the application used for taking exams constructed using the ExamSoft testing platform.

ExamID – software that will validate a student prior to taking an exam.

ExamMonitor – software that will proctor assessments.

5. Procedural Steps

1. Before Exam Day:

- a. ExamID and ExamMonitor will be set up on each student's laptop.
- b. 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.
- c. Students must download the exam as directed by the download email and contact IT for any issues preventing the download of the exam, before the administration 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. Students are allowed a clear beverage container, a laptop computer, power supply, mouse, mouse pad, one piece of scratch paper, and noise muffling earphones or ear plugs.
- b. Cell phones will be permitted if a student needs to contact ExamSoft Student Support for any exam issues.
- c. Students will receive an email 5 minutes before the scheduled start of the exam with the exam passcode reflected. The student can begin the exam once they have received the passcode.
- d. The student shows the front and back of their scratch paper immediately after the start of the exam and right before the end of the exam.
- e. The remote proctors will identify any possible violations and report them to the Testing Center.

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.

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

N/A

7. Maintenance

This procedure will be reviewed on an annual basis.

8. Signature

Signature on File

Cindy Funk, PhD

5.26.2020

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date