

**Burrell College of Osteopathic Medicine**  
**Student Handbook 2021-2022**  
**Exam Procedures**

**Written Exams and Quizzes**

The exam day process has been established to protect the security and integrity of exams.

OMS III and OMS IV students must refer to COMAT® exam procedures on the College website at:

<http://burrell.edu/academics/clinical-education-3rd-4th-year/comat/>

Procedures Prior to Exam Day:

1. Students will be required to take a mock exam during orientation to set up ExamID on their laptop computer (no iPads).
2. Students are required to read all emails, from the Testing Center, and follow the direction identified for each exam
3. It is the student's responsibility to keep Exemplify updates current (check for Exemplify updates prior to downloading each exam).

Procedures for Exam Day:

1. Students must bring the laptop computer onto which they downloaded the exam. The only other permitted items in the exam room include: the computer power supply, mouse, mouse pad and a clear drink container.
2. Personal items including, but not limited to, cellphones, caps/hats/beanies, smart watches, and backpacks will not be allowed in the examination room. The student will be asked to take their personal items to the bag room.
3. Prior to entering the exam room, students must reboot their computers.
4. Students may enter the assigned testing room twenty (20) minutes before the start of the exam. Students must remain quiet upon entering the testing environment.
5. ***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.***
6. ***If a student arrives after doors are closed, he/she will not be allowed in the exam room and must report to the Assistant Dean of Assessment and Evaluation, or designee.***
7. Once a student enters the exam room, he/she is not permitted to leave the exam room until after the exam begins.
8. Students may not request a different seat assignment or different color of scratch paper.
9. Approximately ten (10) minutes prior to the start of the exam, pertinent announcements regarding the exam and/or Exemplify may be shared.
10. Students will be instructed to open their laptops, shut down all applications except for Exemplify and proceed to the passcode screen.
11. The passcode will be displayed on the screen and/or provided verbally to students in the exam room. Students will enter the passcode and begin the exam.
12. If a student needs to leave the exam room for any reason, he/she must raise their hand to be escorted by a proctor.
13. Once an exam is completed, the student must show the green verification of upload screen to a proctor upon exiting the exam room.
14. Students must leave the exam wing (including the student lounge) and be respectful of others taking the exam.

***FOR REMOTE TESTING: Students will be notified by email of any changes to the process.***

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##### **Objective Structured Clinical Exams (OSCE)/Standardized Patient (SP) Encounters**

OSCEs/SP Encounters are delivered for the purpose of practice, to obtain faculty or Standardized Patient feedback, and for more formal summative evaluations. This includes but is not limited to a final, comprehensive OSCE designed to test a student's cumulative knowledge of the material presented in the clinical skills courses.

##### Procedures:

1. Students will receive their scheduled time for the OSCE/SP Encounter from a posted schedule in Leo. The posted instructions and schedule located in LEO must be reviewed prior to the event.
2. Students will show up to the designated location OSCE/SP Encounter in professional dress.
  - a. In the *clinical standardized patient experiences and real patient encounters*, we discourage non-professional dress or appearance, and the *faculty and staff reserve the right to correct students*.
  - b. For students, we require clean, pressed white coat with the College Logo, ID Badge, closed toe shoes. No athletic shoes or flip flops will be allowed. Examples of professional attire include professional pants or slacks, turtlenecks, button down shirt, sweater, blouse, knee-length or longer dress or skirt. Shirts and blouses should have a modest neckline. Hair that is collar length or longer should be worn in such a way that it does not obstruct the student's face or require adjustment during the encounter. Fingernails should be trimmed and professional.
3. Students will show up to the designated location OSCE/SP Encounter with their appropriate diagnostic tools. Administrative staff will provide the students with pens, clipboards, and paper if needed for the event. Note: modifications may be made to content of assessment; see Leo for details.
4. All computers, phones, and smartwatches will be collected and returned at the end of the event. The waiting area is considered an extension of the exam. Therefore, study notes/aids are not allowed in the designated waiting area. Any use of these materials while in the clinic waiting room/clinic hallway will be reported to the faculty, and the material will be confiscated during the session.
5. Administrative staff will deliver instructions to students in the SP/OSCE waiting area(s). They also remind students that they may not share details, elements, contents, or any material of the exam with others.
6. For a formal OSCE, OMS1 students will generally have 15 minutes in the exam room to interview and examine the patient, followed by 10 minutes to write and upload a SOAP Note on a clinic laptop. OMS2 students will generally have 14 minutes in the exam room and 9 minutes to write and upload the SOAP Note. An individual, student or group debrief session may or may not be held after the event with a faculty member. Debrief schedules will be posted in LEO. Students must review the debrief schedules and instructions prior to the event. There may be some sessions that have more or less time allocated based on skill.
7. Please see clinical course syllabi for more information.

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

***FOR REMOTE TESTING: Students will be notified by email of any changes to the process.***