

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Delivery of an ExamSoft Exam		SOP #: AA.019.00
Effective Date	1/7/19	
Last Revision/Review	8/17/2022	

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 personnel are responsible for overseeing exam day.

Department Head of Evaluation & Assessment supports the Testing Center personnel in the delivery of exams and is the overall responsible authority for Burrell examinations.

Department Head of Evaluation & Assessment or designee is responsible for determining if a late student can sit for the exam.

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, from the Testing Center, 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 as directed by the download email and contact IT for any technical issues preventing the download of the exam before the administration of the exam.
- c. 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 twenty (20) minutes before the start of the exam. Students must remain quiet upon entering the testing environment.

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- c. Students may enter the exam room with a clear drink container with a lid, a laptop and power supply, mouse and mouse pad. No personal items, including cellphones, hats, or other specified items are allowed to be carried into the room. Personal items must be stored in the identified “bag room”.
- d. Exam proctors will distribute seat assignment sheets (which may be used as scratch paper) and pencil (if applicable).
- e. Students must be in their assigned seats at least ten (10) minutes prior to the start of the exam. Doors will close when the exam begins.
- f. Prior to entering the exam room, students must close all applications and their laptop.
- g. Students may not request a different seat assignment or different color of scratch paper.
- h. Students are allowed 1 sheet of paper (seat assignment) during an exam.
- 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 Exemplify 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 Department Head of Evaluation & Assessment, or designee.
- k. Students will be instructed to open their laptops 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, an exam 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 and/or provided verbally to students in the exam room. Students will enter the passcode and begin the exam.
- n. If a student requires a special seat assignment, they are to contact Student Affairs. Upon approval of the special seat assignment, Student Affairs will notify the Testing Center personnel
- o. If a student needs to leave the exam room for any reason, he/she must raise their hand to be escorted by a proctor.
- p. Once an exam is completed, the student must give their seat assignment and pencil to a proctor and show the green verification of upload screen to a proctor upon exiting the exam room.
- 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.

Remote testing procedures are identified in procedure PCE.027

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

N/A

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7. Maintenance

This procedure will be reviewed on an annual basis by the Department of Evaluation & Assessment in coordination with the Curriculum Committee.

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

8. Signature

Approved by Department Head of Evaluation and Assessment	Date: 8/17/2022
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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
5/10/2020	5	Update to reflect process		5/10/2020
6/29/21		Changed Title		6/29/21
6/29/21	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		6/29/21
6/29/21	3	Added 'personnel' to Testing Center		6/29/21
6/29/21	5	Grammatical changes and minor flow changes		6/29/21
7/15/2022	3	Updated dean title		8/17/2022
7/15/2022	5.2	Various updates to grammar, removed two items that were no longer warranted, updated formatting. Updated Dean to Department Head.		8/17/2022