

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Remote Testing</b>	<b>SOP #: AA.023.00</b>
Effective Date	5.26.2020
Last Revision/Review	8/17/2022

### 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. Upon approval from Student Affairs, students may 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 Evaluation & Assessment ; Testing Center personnel

### 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 receive an e-mail communicating the date and time of the exam and outline 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 ensure the Examplify program is updated. (check for Examplify updates prior to downloading each exam).

#### 2. Exam Day:

- a. Students are allowed a clear beverage container, a laptop, power supply, mouse, mouse pad, one piece of scratch paper, writing utensil, and noise muffling earphones or ear plugs.
- b. Cell phones will be permitted (but off) unless a student needs to contact ExamSoft Student Support for any exam issues.
- c. Students will receive an email with the exam code 5 minutes before the scheduled start of the exam. 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 Testing Center personnel will access ExamSoft ExamMonitor to review remote proctor comments.
- f. 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.

### 7. Maintenance

This procedure will be reviewed on an annual basis.

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### **8. Signature**

Approved by	8/17/2022
Department Head of Evaluation and Assessment	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/15/2022	All	Grammar updates, formatting edits, Updated Dean to Department Head.		8/17/2022