



## Policy Title

Proctored Environment for Multiple Choice Assessments

## Identifier

UofSCSOMG – ACAF – 7.07

<b>Prepared by:</b> Office for Academic Affairs	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 06/09/2022
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 06/13/2022
	<b>Effective Date:</b> 07/15/2022

## LCME Standards

N/A

## Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

## Policy Statement

The Office for Academic Affairs standardizes exam policies and procedures for the pre-clerkship multiple choice electronic exams, clerkship subject exams, Comprehensive Basic Science Exams (CBSE), and Comprehensive Clinical Science Exams (CCSE). This policy provides an outline for a secure proctored environment that will be maintained during these exams and related reviews.

## Reason for Policy

This policy provides an outline for a standard and secured proctored environment that encourages academic integrity and ensures students have equitable opportunities to complete summative exams and reviews with minimal risks of distraction.

## Definitions

### Exam Arrival Time

The Exam Arrival Time is the time that all students are notified to arrive at the exam. This time is communicated by the Course Coordinator. The arrival time includes pre-exam preparation: student check-in; seat assignment; and distribution of standard exam materials.

## Procedures

To ensure standard exam taking practices with minimal distractions, the following procedures will be followed at summative exams:

1. All students should arrive at the established Exam Arrival Time. Please see the [Exam Tardiness and Unscheduled Absence](#) policy for more information.
2. Students should bring only minimal belongings to exams (i.e. school issued iPad and dry-erase board as needed). Personal belongings should be stored in a locked or secure environment by the exam

taker. Personal belongings are not monitored during exams. The following items are prohibited in the exam room:

- iPad/tablets (except school issued iPad for pre-clerkship exams)
  - iPad covers or personal iPad keyboards
  - Cell phones
  - Paging devices
  - iPod, radio, or media devices
  - Calculators
  - Recording/filming devices
  - Beverages or food of any type (exceptions made for approved accommodations)
  - Reference materials (books, notes, papers)
  - Watches with alarms, computer, or memory capability
  - Backpacks, briefcases, or luggage
  - Heavy coats or non-religious headwear
3. During check-in, proctors will provide earplugs, eraser, and dry-erase markers to students and direct them to their randomly assigned seat.
  4. Once students are checked in, they are not permitted to leave the room until testing begins.
  5. Students may not copy notes or write on the dry-erase boards prior to the start of the exam.
  6. Students are not permitted to talk during the exam.
  7. Only one student will be permitted to the restroom during an exam. The outside proctor will manage the flow of the students leaving the room.
  8. Students are not permitted to leave the room for any other reason besides using the restrooms or prescheduled breaks by National Board of Medical Examiners (NBME).
  9. Students must leave the exam room immediately upon completion of the exam. A proctor will verify exam submissions.
  10. Students are not allowed to return to the exam room after exam submission.
  11. Students are not to loiter in the hallway after taking the exam.

## **Sanctions**

Chief Proctors will submit any incidents through the Exam Incident Report. Violations of this policy may result in referral to the Honor and Professionalism Council (HPC) and disciplinary action up to and including dismissal.

## **Contacts**

Director of Assessment

Assistant Dean for Pre-Clerkship Curriculum

Manager for Pre-Clerkship Curriculum

Coordinators for Pre-Clerkship Curriculum

Director for Clerkship and Post-Clerkship Curriculum

Manager for Clerkship and Post-Clerkship Curriculum

Coordinators for Clerkship and Post-Clerkship Curriculum

## **Related Information**

UofSCSOMG – ACAF – 7.01 Exam Incident Reporting

UofSCSOMG – ACAF – 7.05 Student Feedback of Summative Exam Questions

UofSCSOMG – ACAF – 7.08 Exam Tardiness and Unscheduled Absence

UofSCSOMG – STAF – 5.01 Expectation of Personal & Professional Conduct

UofSCSOMG – STAF – 5.02 Demeanor and Attire

UofSCSOMG – STAF – 5.03 Honor & Professionalism System

## History

<b>Date of Change</b>	<b>Change</b>
June 2022	Updated allowable materials and linked to Exam Tardiness policy
June 2021	Policy created