



Policy Title

Proctored Environment for Multiple Choice Assessments

Identifier

USCSOMG – ACAF – 7.07

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Approval Date: 04/10/2025
Approved by: USCSOMG Policy Committee	Approval Date: 04/30/2025
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LCME Standards

N/A

Scope

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

Policy Statement

The Office for Medical Education 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 are expected to arrive at the established Exam Arrival Time. Please see the [Exam Tardiness and Unscheduled Absence](#) policy for more information.
2. Students must bring only minimal belongings to exams (i.e. school issued iPad and dry-erase board as needed). Personal belongings must be stored in a locked or secure environment by the exam taker. Personal belongings are not monitored during exams.

3. Students are allowed to bring water into the test room during their exam. No other beverages are permitted. All water must be in a clear or transparent container with a lid or cap. All labels must be removed, and the container will be inspected for notes or other test aids during the security check. The candidate will need to remove the lid/cap for visual inspection by the Test Center staff. Should the container not meet the requirements outlined, the candidate will be required to put it in their locker and will not be allowed to take it into the test room.
4. The following items are prohibited in the exam room, exceptions made for accommodations:
 - iPad/tablets (except school issued iPad for pre-clerkship exams)
 - iPad covers or personal iPad keyboards
 - Laptop
 - Cell phones
 - Paging devices
 - iPod, radio, or media devices
 - Calculators
 - Recording/filming devices
 - Beverages (except water as described above)
 - Food of any type
 - Reference materials (books, notes, papers)
 - Watches with alarms, computer, or memory capability
 - Backpacks, briefcases, or luggage
 - Heavy coats or non-religious headwear
5. During check-in, proctors will provide earplugs, eraser, and dry-erase markers to students and direct them to their randomly assigned seat.
6. Once students are checked in, they are not permitted to leave the room until testing begins.
7. Students must not copy notes or write on the dry-erase boards prior to the start of the exam.
8. Students are not permitted to talk during the exam.
9. 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.
10. 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).
11. Students must leave the exam room immediately upon completion of the exam. A proctor will verify exam submissions.
12. Students are not allowed to return to the exam room after exam submission.
13. 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 will result in referral to the Honor and Professionalism Council (HPC) and disciplinary action up to and including dismissal.

Contacts

Associate Dean for Program Evaluation and Accreditation
Assistant Dean for Pre-Clerkship Education
Manager for Pre-Clerkship Education
Coordinators for Pre-Clerkship Education
Director for Clerkship and Post-Clerkship Education
Manager for Clerkship and Post-Clerkship Education
Coordinators for Clerkship and Post-Clerkship Education

Related Information

USCSOMG – ACAF – 7.01 Exam Incident Reporting
USCSOMG – ACAF – 7.05 Student Feedback of Summative Exam Questions
USCSOMG – ACAF – 7.08 Exam Tardiness and Unscheduled Absence

USCSOMG – STAF – 5.01 Expectation of Personal & Professional Conduct

USCSOMG – STAF – 5.02 Demeanor and Attire

USCSOMG – STAF – 5.03 Honor & Professionalism System

History

Date of Change	Change
April 2025	Strengthen language for policy audit. Added water bottle as allowable item in alignment with NBME guidance.
July 2024	Updates to branding and titles, formal approval not required.
June 2022	Updated allowable materials and linked to Exam Tardiness policy
June 2021	Policy created