



Policy Title

Exam Incident Reporting Policy

Identifier

UofSCSOMG – ACAF – 7.01

Prepared by: Office for Academic Affairs	
Reviewed by: Associate Dean for Curriculum	Review Date: 08/07/2018
Approved by: UofSCSOMG Policy Committee	Approval Date: 08/07/2018
	Effective Date: 08/31/2018

LCME Standards

NA

Scope

All individuals who proctor summative exams within the University of South Carolina (UofSC) School of Medicine Greenville

Policy Statement

The Office for Academic Affairs is the responsible party for ensuring appropriate administration of summative exams including OSCEs, Clinical Reasoning Cases, Lab Practicals, and all NBME exams. In order to provide a testing environment that is non-disruptive, encourages academic integrity, and is consistent with the National Board of Medical Examiners (NBME) expectations, the Office for Academic Affairs will provide incident forms to the Chief Exam Proctor to be completed via Formstack which submits data to the Director of Assessment, Manager of Assessment, and Assessment Coordinator.

Reason for Policy

The UofSC School of Medicine Greenville Exam Incident Reporting Policy ensures consistent documentation of exam incidents. The information provides data regarding recurring issues during exams, potential areas of concern, and ensures a stable testing environment for students.

Procedures

- 1) Chief Exam Proctor (CEP) will be designated as such prior to the start of the exam.
- 2) CEP is responsible for completing the [UofSCSOMG Exam Incident Report](#) via Formstack for each exam including those without incident.

- 3) CEP is responsible for reporting all incidents immediately upon the conclusion of an exam including but not limited to the following:
 - a. Computer Problem
 - b. Environmental Problem
 - c. Examinee Error
 - d. Examinee Leaves Before Finishing Test
 - e. Fire Drill/Building Evacuation
 - f. Late Arrival
 - g. No Authorization to Test (i.e. Student on LOA)
 - h. Power Outage
 - i. Software Problem
 - j. Test Accommodation
 - k. Other
- 4) If an incident consists of a perceived violation of academic integrity, the CEP will report the incident using the [*Honor Code & Professionalism Violation Report Form*](#) found on the University of South Carolina School of Medicine Greenville website.
- 5) For NBME exams, an NBME incident report will be completed in addition to the USCSOMG internal form in order to maintain a record of exam incidents.
- 6) For “Accommodations,” the CEP will complete a separate incident report immediately upon completion of the exam.

Sanctions

N/A

Additional Contacts

Director of Assessment
Academic Program Assessment Manager
Assessment Coordinator
Administrative Manager of Biomedical Sciences
Manager of Clinical Clerkship Education

Related Information

[UofSCSOMG Exam Incident Report](#)
[Honor Code & Professionalism Violation Report Form](#)
[NBME Proctor Website](#)

History

Date of Change	Change
June 2019	Editorial changes made due to branding updates and titles; formal approval not required.
Aug 2018	Policy created, standardized procedure to align with NBME incident reporting protocol