Policy Title
Exam Incident Reporting Policy

Identifier
USCSOMG – ACAF – 7.01

Prepared by: Office of Academic Affairs  Date: 08/02/2018
Approved by: Assistant Dean of Academic Affairs  Date: 08/07/2018
Reviewed by: USCSOMG Policy Review Committee  Date: 08/07/2018
Communicated to: USCSOMG Exam Proctors  Date: 08/09/2018
Effective Date: 08/31/2018

LCME Standards
No Standard

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

Policy Statement
The Office of 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 of 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 USCSOMG 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 USCSOMG 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**
*USCSOMG Exam Incident Report*  
*Honor Code & Professionalism Violation Report Form*  
*NBME Proctor Website*

**History**
- Date of creation: 08/02/2018  
- Date of Change: 08/15/2018  
- Change: Standardization of procedure with NBME incident reporting protocol  
- Reason for Change: Policy Creation