

Policies and Procedures for OSU-COM Course Exams

Becoming a successful physician includes taking, and successfully passing, examinations with integrity. Academic integrity is a foundation for, and natural progression to, professional integrity.

The following examination policy and procedures have been developed for OSU-COM Course Exams. Guidelines for laboratory exams will be clearly described in course syllabi. This document includes guidelines for faculty who identify exam policy violations and potential associated disciplinary actions. The course coordinator(s) will oversee assembly and administration of course exams in conjunction with the Office of Educational Development.

Exam Procedures

1. Exam proctors or the course coordinator will post randomly assigned device numbers/letters outside of the exam room and/or via email. Students shall use their assigned device.
2. Students will be reminded as they enter the exam room that electronic devices are not permitted, e.g. watches, mobile phones, or other devices for containing or retrieving information. If a student forgets as he/she enters, the device is to be placed at the front of the room until the student is finished with the exam. If a student does not comply with this policy, disciplinary action may be taken, including, but not limited to, issuing a “N” non-cognitive grade.
3. Students are to arrive at the exam room with their login information sufficiently early to be in their assigned seats within five minutes prior to the scheduled exam starting time. A “doors open” time will be designated for students to enter the room.
4. There shall be no talking after entering the exam classroom. Students will not be allowed to write on scratch paper before the start of the exam.
5. If there is a seating chart for the exam, students should sit in their assigned seats with their assigned device.
6. Students shall take their assigned device to their seat, download the appropriate exam using their login information, and then wait for the exam password to be posted at the exam time.
7. After the exam password is posted, students shall enter the password and begin the exam.
8. During the exam, students are to report technical issues with their assigned device or with the testing software as soon as a proctor is available. Students should use the question note function in the exam software to address any concerns about a particular exam question.
9. Upon completion of the exam, students shall upload the exam as directed by the testing software and then, as proof of the upload, show their green screen to a proctor.
10. Each individual student’s raw score will be released to that student upon completion and submission of the exam, with the understanding that raw scores frequently change. Lab courses should release the lab exam scores within five business days.
11. After a proctor confirms the upload, the student shall shut down the device properly, hand in the scratch paper, exit the exam room quietly, and then return their device to the appropriate location.

Procedures for Students with Accommodations

- At least five days prior to the exam, the course coordinator will notify students receiving testing accommodations with exam day instructions related to procedure and location. Course coordinators will be notified at least five days prior to the exam, by the Committee on Students with Disabilities, that accommodations regarding procedure (times and location) have been granted; a proctor for this examination will be designated by the course coordinator in compliance with the standard practice for assigning proctors. The Office of Educational Development (OED) and the course coordinator will work closely together on exam times to best fit the schedules of student, coordinator and proctors.
- Students with approved testing accommodations shall arrive at the alternate exam room with their login information five (5) minutes prior to their scheduled exam start time.
- All exam policy and procedures as described in this document apply to all students with accommodations in the alternate testing space.

Other procedures

- Students shall not bring personal items into the exam room. This includes, but is not limited to:
 - Backpacks and bags
 - Hats and caps
 - Hooded jackets or sweatshirts may be worn, but must have the hoods down
 - Heavy winter jackets
 - Electronic devices, including, but not limited to, mobile phones, smart watches, personal computers and tablets
 - Food, unless advance permission is granted
 - Personal paper, notes, or writing utensils
 - Noise cancelling headphones (over the ear headphones may be used, but the student must allow the lead proctor to inspect them, prior to the exam, to ensure that they contain no electronics)
- Once the exam begins, students are not allowed to leave the exam room before uploading the exam and having the upload confirmed by a proctor. An exception is to use the restroom if needed. Only one test-taker at a time will use the restroom.
- During the exam, students may not ask questions about exam content, but they can inform a proctor of an error in the exam that prevents students from proceeding. The proctor will note the student's computer/seat assignment and provide the comments to the course coordinator.
- Students should use the question note function in the exam software to address any concerns about a particular exam question
- If a student is unable to take a scheduled exam due to circumstances, or to safely arrive in time to take an exam, he or she is to notify one of the following as soon as possible: the course coordinator, the Associate Dean for Academic Affairs or the Associate Dean for Curriculum. If a make-up exam is allowed, the course coordinator will work out the specifics with the student, and a proctor will be designated.
- Students who need to miss an exam due to university sponsored activities, or class officers who need to miss an exam for required events, will have an excused absence for that exam. The student and course coordinator will identify a time for the student to take the exam either prior to or after the date of the scheduled exam; a proctor will be designated.

Exam Policy Violations

For clarity, the following specific actions/conditions are some examples of what will be considered to be academic dishonesty and are therefore in violation of the academic examination policy.

Before the exam:

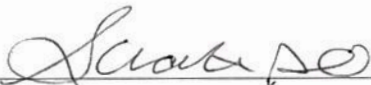
- Preparing any written information, whether on paper, skin, clothing, or other locations, for the purpose of taking it into the exam room to be used during the exam

During and after the exam:

- Use of any unapproved electronic device or resource to retrieve information during or after the exam
- Any attempt to disable or tamper with exam software security features
- Communication with any other person during an exam regarding the content of the exam, or any questions contained within it; this includes the exchange of scratch paper at the designated seats
- Any attempt to breach exam question confidentiality either during or after the exam (including memorizing any of the exam questions & answer choices). However, a general discussion regarding course content after an exam has completed for all students taking it is not an infraction

Please consult the University regulations and policies in the Student Handbook for complete discussion of academic dishonesty and misconduct and the penalties that such actions may incur at the following link: http://www.healthsciences.okstate.edu/student/academic_info/dishonesty.cfm.

Approved by the Curriculum Oversight Committee on May 30, 2019

Chair, Curriculum Oversight Committee 

Associate Dean for Curriculum 

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