	UNIVERSITY OF CINCINNATI COLLEGE OF MEDICINE
POLICY TITLE: *Assessment/Examination Policy for M1/M2*	APPROVAL DATE: *June 7, 2018* *Revised April 1, 2021* *Revised July 1, 2021* *Revised May 5, 2022* *Revised October 6, 2022* *Revised December 1, 2022* *Revised December 7, 2023* *Revised April 4, 2024*
RESPONSIBLE DEPARTMENT: *Office of Medical Education & Department of Medical Education*	APPLIES TO: *M1/M2 Students*

POLICY STATEMENT

  A. GENERAL POLICIES FOR ASSESSMENTS/EXAMINATIONS

  1. Assessments/examinations may be proctored either by a live proctor or electronically, including through the use of video cameras.

  2. Students are required to have their UC I.D. badge to enter the testing room.

  3. The start time for each individual assessment/examination will be established and announced to the students prior to the assessment/examination date.

  4. For Assessments/examinations generated through Examsoft, assessments/examinations will be made available for students to download at 2:00 am the calendar day prior to the assessment/examination (e.g. 2:00 am Sunday morning prior to a Monday assessment/examination). Students are to download the assessment/examination at least one hour prior to the start time of the assessment/examination. If a student does not attempt to download the assessment by the deadline, they are still to download the assessment prior to the assessment. If a student attempts to download the assessment before the deadline but has technical issues preventing them from completing the download, they will not receive a Formative Feedback form, as long as they email the IT team at com-exam@listserv.uc.edu, copy the proctors at omeproctor@ucmail.uc.edu, and come in early to receive assistance. Any student with a technical issue should arrive at the testing room a minimum of 20 minutes prior to the normal expected arrival time (30 minutes prior to the actual assessment/examination start time) to allow the IT team to assist the student without delaying the start of the assessment. IT support personnel will be available 30 minutes before the actual assessment/examination start time to assist students. If a student does not attempt to download the assessment before the deadline, and they encounter a problem, they will receive assistance from the IT support personnel, but only after all students who met the deadline and need assistance are helped. If a student who did not meet the deadline needs assistance from IT personnel in order to start the assessment/examination, and this causes the student to start the assessment/examination after the scheduled start of the assessment/examination, the student will receive a Formative Feedback Form. No extra time will be given to complete the assessment/examination. When possible, IT assistance will occur outside the assessment/examination room to minimize distractions to students taking the assessment/examination.

  Summary:

- Students are to download the assessment/examination by one hour prior to the start of the assessment/examination.
- If the student has a problem doing so, they should arrive 30 minutes prior to the start of the assessment/examination to receive IT help.
- If a student downloads the assessment/examination after the deadline, and the start of their assessment/examination is delayed by the need for technical assistance, the student will receive a Formative Feedback Form.

5. Students may enter the testing room up to 30 minutes before the start of the examination but must be in their designated seat and ready for testing 10 minutes prior to the established examination start time. (e.g., 7:50 AM for an 8:00 AM exam). Students who are not in their seat 10 minutes prior to the exam start time are considered late. Late students must sign in and be escorted to begin. Students will receive a Formative Feedback Form for each late offense. The Formative Feedback Form will be issued by a designated individual in the Office of Medical Education (OME) and reported to the Performance and Advancement Committee. If the student submits an MSSF and the late arrival is excused, the Formative Feedback Form will be rescinded.

6. Once a student is seated, they may not leave the room until after the exam starts so that technical support can be provided.

7. Any decision to admit a late examinee rests solely with the Chief Proctor. If a student arrives late, the student must choose whether they wish to enter the examination room and complete the examination in the remaining allotted time or take the exam at a later time. If the student chooses to take the examination at a later time, the student will have the full amount of allotted time to take the examination. The time of the rescheduled examination will be scheduled by the Chief Proctor. If possible, the student will be given the option of taking the examination at that time in another location, but this is subject to the availability of a space and a proctor. The student must file an MSSF.

For an assessment/examination that must be rescheduled from the designated time due to an unexcused absence, the student will take the assessment/examination and it will be scored (raw score). The following adjustment will then be made to the raw score for the purposes of calculating a grade (adjusted score):

The adjusted score will be the raw score minus 15% of the raw score. For example, if the raw score is 100%, the adjusted score will be 85%. If the raw score is 80%, the adjusted score will be 68% (80 x 15=12, 80-12=68). If the student has a second occurrence of taking an assessment/examination at a rescheduled time due to an unexcused absence, the adjusted score will be the raw score minus 30% of the raw score. If the student has a third occurrence of taking an assessment/examination at a rescheduled time due to an unexcused absence, the adjusted score will be 0%.

8. Personal belongings are not permitted in the testing room at any time. This includes, but is not limited to:
- Heavy coats
- Reference materials (e.g., books, notes, papers)
- Backpacks, briefcases, purses
- Calculators and headphones (unless supplied by the COM), electronic devices (e.g., phones, iPads, pagers, headphones, iPods, recording/filming devices, smart watches)
- Food, water and other beverages

9. If a student is found with any of the prohibited materials during the assessment/examination or exam review, the student may receive a zero for the assessment/examination and may be referred to the Honor Council with no further right of appeal or grade grievance. If a student self-reports that he/she is in violation of this rule, they may, at the discretion of the proctor and/or course director, be excused from this rule. For example, a student enters the exam facilities with his/her cell phone in his/her pocket and self-reports the presence of a cell phone. If the proctor and/or course director

determine that there was no negligence or intentional misbehavior, then they may decide to not pursue ramifications. This allowance is at the sole discretion of the proctor and/or course director, and is not subject to appeal or consideration based on any other incident with that or another student.

10. If a student's documented medical condition requires food or drink during the assessment, the student must make arrangements prior to the assessment/examination with the UCCOM Disabilities Accommodations Committee. It is the student's responsibility to clarify with the course director and/or proctor prior to the examination that information about their accommodations has been communicated.

11. For all purposes of assessment/examination timing including seating time, stop and start times, the official time will be Network time or the clock the proctor designates.

12. No content questions will be answered during the assessment/examination.

13. Typographical and other errors will be announced to all students at the same time.

14. Students will receive notice 5 minutes prior to the end of the assessment/examination.

15. Any student continuing to enter test answers after the assessment/examination has ended will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

16. Restroom breaks are permitted and must be taken at the location designated by the proctor. Only one student may use a restroom at a time. Any student found communicating with anyone other than a proctor during a restroom break will receive a zero for that assessment/examination with no further right of appeal or grade grievance and may be referred to Honor Council. Any student found accessing any materials related to the assessment/examination during any restroom break will be given a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

17. All test material is to be placed in designated areas before the student leaves the assessment /examination room.

18. The assessment must be submitted and the exam software must be closed prior to leaving the room. Student personal laptops are subject to inspection by a proctor.

19. Upon completion of the assessment/examination, students must immediately leave the testing room and the area adjacent outside of the testing room.

20. Any decision to reschedule an assessment/examination for students with excused absences is at the sole discretion of the course director and chief proctor. Once the rescheduled assessment/examination date is set, it cannot be changed without the approval of the course director. Any student allowed to participate in a rescheduled assessment/examination must ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

21. In cases where staggered assessment/examination start times are scheduled (for example, instances where half of the student body is scheduled to take a practical assessment/ examination on Wednesday, and the other half of the student body is scheduled to take the same assessment/examination on Thursday), each student must take every step possible to ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the

assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

22. Students will be provided with scratch paper for the weekly/biweekly assessments and End of Block examinations. Scratch paper should not be marked upon before the exam begins and must be turned in to the proctor prior to exiting the exam room.

23. Students are required to log onto the assessment/examination when directed to do so.

24. If a student encounters technical problems during the assessment/examination, they must notify the proctor or IT staff **IMMEDIATELY**. If proctor/IT staff is not present in the testing room at the time of the issue, students can go to the common area outside the testing rooms where there is continual proctor/IT staff present. **Many technical issues can be prevented by making sure the device is up to date.** If a student has concerns about their device, they should make arrangements for a loaner computer with HSL/IT prior to the assessment/examination. **Most technical issues that occur during an exam can be resolved by a hard restart of the device.** If the computer problem is resolved quickly, the student may return to the computer-based assessment/examination. A student may be provided a spare computer should their own computer fail during an exam and receive a new download for the exam. If problems persist, the student will be provided with a paper copy of the assessment/examination. Extended computer downtime may necessitate rescheduling the assessment/examination.

25. After entering the testing room, students may not access the internet or any other material, other than the assessment/examination or other materials as directed by the proctor. Unauthorized information includes notes written before beginning (before seeing the first question). Any student determined to have accessed unauthorized information within the testing room before or during the taking of an assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

26. It is the responsibility of all students to be familiar with all aspects of the Honor Code and in particular with respect to cheating on examinations/assessments.

B. *ASSESSMENT/EXAMINATION REVIEW SESSIONS*

1. All assessment/examination guidelines apply to the review sessions, with the **exception** of the following:

   - Notetaking is not permitted
   - Students do not have to remain in their designated seats for the review.
   - Students may discuss the assessment/examination with classmates in the discussion review room. Students may not discuss the assessment/examination with classmates in the quiet review room.
   - The expectation is that exam items will not be discussed outside the exam review session.
   - Students will receive their assessment report at the review.
   - Assessment/examination review sessions will be scheduled by the course/block director as appropriate for exam content. Students are required to leave the review session when directed to do so by the proctor.

2. For purposes of exam information security, if a student leaves an assessment review in progress they are not allowed to return.

3. If any electronic device, including but not exclusive to cell phone, calculator, laptop, is found in a student's possession during the assessment/examination review, that student will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

4. There will be no review session for End of Block examinations.

5. Levels of review are permitted for M1/2 weekly/biweekly multiple choice exams (i.e. Examsoft, Scantron) in content block courses:

- LEVEL 1: After an assessment there is a scheduled review. The Level 1 review is open to all students, regardless of how they performed on the assessment. During this session the student sits at their computer and can review the questions they missed. The student is not permitted to record assessment questions or make notes of any kind during the review. Students are encouraged to talk with one another to better understand why they were incorrect on the questions they missed in the discussion review room. During the actual assessment, students can make notes in Examplify concerning any issues they may have with questions. Prior to the assessment review the course director: (1) uses the comments that students write during the assessment about any of the questions; (2) reviews the question analytics provided by Examplify; (3) and, if necessary, rescores the assessment using the *UCCOM Item Analysis Rubric* (see addendum A). When the students attend the assessment review session they will know which questions have been rescored. Students have until 24 hours after the formal review of test items to request a re-evaluation of specific test items by the course director (see grade appeal process).

- LEVEL 2: Students who fail an assessment are eligible to participate in Level 2 review and are asked to sign up for a time to review the entire assessment in a secure environment for an unlimited amount of time. Students are allowed to bring their tutor for Level 2 review. During this review session, students have the option to complete the *Self-Assessment of Test Preparation and Performance / Development of New Study Strategy* form (see addendum B). Students can take this form to sessions with a learning specialist for further analysis and help. NOTE: If a student misses the scheduled assessment review session, submits a MSSF and is excused, the student can schedule a review with the Office of Medical Education.

- LEVEL 3: Students who fail two assessments are required to complete Level 3 of the exam review process. The learning specialist may meet with a student who fails 2 exams, access the student's exam using ExamSoft, and review exam questions that the student got incorrect.

6. Once a course is completed (the end of block exam has been taken), a student may no longer review any exams given during the course. Students may also not review any given exam once they have completed/taken the next scheduled exam for the course.

C. INTERRUPTIONS DURING AN ASSESSMENT/EXAMINATION

1. All emergency calls for students while taking assessment/examinations will be directed to the Registrar's Office. The Registrar or their designee will take a message for the student and inform the proctor that the student has an emergency call. The student will be escorted to the Registrar's Office to receive the call. After discussion with the student, the course director will decide whether the student may return to the assessment/examination or will need to reschedule the assessment/examination. Documentation (police report, hospital report, etc.) confirming the emergency must be submitted to the Registrar. Should the course director not be immediately available, the Associate Dean for Student Affairs, the Assistant Dean for Academic Support or the Senior Associate Dean for Educational Affairs should be contacted for the decision as to whether or not the student should return to the assessment/examination.

2. Should a student become ill while taking an assessment/examination, such that they are unable to complete the assessment/examination, the student must inform the proctor that they are unable to complete the assessment/examination so that the incident can be documented. The grade for the assessment/examination and/or rescheduling of the assessment/examination will be determined by the course/block director.

3. If a fire alarm or other emergency condition occurs during an assessment/examination, students will

immediately cease taking the assessment/examination and, if necessary, evacuate the affected buildings.

- Proctors will ensure that all students leave the assessment/examination rooms in a timely manner.

- Students may be directed to evacuate to a specific location.

- For assessment/examinations given in the labs on the G-Level of the Care/Crawley Building, students should evacuate to the outside plaza adjacent to the E-level entrance of the CARE/Crawley building unless otherwise directed by the proctor.

- For assessment/examinations given in the Simulation Center, students are to evacuate to the plaza outside Kresge Auditorium unless otherwise directed by staff of the Simulation Center.

- Students are to remain in the designated area or receive permission from a proctor to leave the area. If no specific area is designated, the student must remain in an area where they can hear the all clear announcement.

- Students should power OFF laptops if safely able to do so.

- Students may not discuss the assessment/examination with any other person or access any type of information related to the assessment/examination. Honor Council policies are in effect, and students should monitor themselves and others to ensure compliance. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

- After the fire alarm or other cause of interruption has ended, students will return to their assigned room in a timely manner (within 15 minutes) and resume the assessment/examination when announced by the proctor to do so. Students returning later than 15 minutes following the all clear signal will not be admitted to the testing room to finish the exam. The student will receive credit for any answers they submitted prior to the interruption. Students can appeal to reschedule the exam to the M1/2 Curriculum Director.

- The IT assessment/examination coordinator will provide students a continuation code to resume the assessment/examination.

- In the event of a prolonged interruption such as a computer or power outage, the proctor may decide to suspend the assessment/examination and reschedule following the rules consistent with the INCLEMENT WEATHER POLICY.

4. Irregular incidents may include evidence of copying answers from classmates, giving or receiving unauthorized information, being in possession of unauthorized materials, making unauthorized notes, recording assessment/examination content via any means (manual, digital imaging, etc.), continuing to answer questions after the assessment/examination has ended or engaging in other behavior disruptive to fellow examinees. These incidents will be handled according to Honor Council guidelines and will be reported to the Honor Council and the appropriate PAC.

ADDENDUM A: UCCOM Item Analysis Rubric

Total % Correct	Biserial >.3	Biserial .3-.15	Biserial .149-0	Biserial <0
0-30	Review* Eligible to be enrichment question	Eliminate**	Eliminate**	Eliminate**
31-50	Review* Eligible to be enrichment question	Review*	Eliminate**	Eliminate**
51-80	OK	OK	Review*	Eliminate**
81-100	OK	OK	OK	Review*

*Options for 'Review' include: (1) Do nothing, (2) Accept multiple answers (only if the additional answer is actually correct) and rerun stats (3) Make it an enrichment question (decrease denominator of all students' scores by one), if it is a good discriminator (> 0.3)
** Options for 'Eliminate': (1) All answers and will be accepted, if deemed poor question, (2) Accept multiple answers (only if the additional answer is actually correct) and rerun stats.
> There is a lot of varying opinion about what the point biserial should be, but target values of >0.2 or >0.3 are commonly cited in the literature.

ADDENDUM B: Self-Assessment of Test Preparation and Performance / Development of New Study Strategy

NAME_____ DATE_____ COURSE_____
Self-Assessment of Test Preparation and Performance
Development of New Studying Strategy
Step 1: For each of the questions that you got wrong, check which reason best explains why you got the question wrong.

Question number that you missed																									
Did not know enough detail																									
Did not read the question carefully																									
Filled in the wrong letter																									
Was confused by question																									
Other (explain below)																									

"Other" explanation:

Step 2: Now assess your study habits. Check all that apply.

	I had a set time where I showed up to study (__hours a day / every other day / week [choose]).
	I attended class in person on a regular basis
	I watched lectures via Echo 360 on a regular basis
	I used a combination of Echo 360 videos and in-person class attendance
	I watched and/or attended lectures the same day they occurred
	I read the eDissector in preparation for the dissection assignment
	I read the lab manual prior to coming to the lab
	I did the homework exercises in the _Primitive Drawing Workbook_
	I skimmed or read the assigned reading _before_ lecture.
	I skimmed or read the assigned reading _after_ lecture.
	I actively participated in class (took complete notes, paid attention, contributed to discussion, PRS questions)
	I reviewed my lecture notes within 24 hours of the lecture.
	I highlighted and/or re-read my class notes
	I rewrote my class notes and combined them with the lecture and reading assignment information
	I checked my class notes with a friend to see if I got down all the important information
	I sought help for material that I wasn't sure about
	That help came from: ____a textbook ___professor ____study buddy ____a tutor ____Wikipedia ___other
	I made notecards with ___vocabulary words ___mock exam questions ___conceptual material ___things to memorize
	I reviewed my notecards: ___times a day / every other day / week (choose)
	I wrote out answers to practice questions from the textbook or other sources
	I made use of practice questions made available by the course director
	I wrote and answered my own practice exam questions
	I made concept maps
	I practiced the material by writing down on blank paper everything I could remember about each topic
	I practiced with figures and drawings by: ___looking at them ___explaining them to a friend ___practice labeling them
	I sought help from a tutor or faculty member for laboratory content that I had trouble understanding
	I did the assigned online histology modules
	I studied the online imaging assignments

Step 3: On the back of this sheet, write a specific plan to prepare for the next assessment. Your plan should include the details of how (and when) you will study on a regular day-to-day basis and the details of how you will specifically prepare for the exam.

ADDENDUM C: REMOTE/VIRTUAL PROCTOR FOR ELECTRONIC EXAMINATIONS DELIVERED USING EXAMPLIFY AND ZOOM

*Note remote exams and exam reviews are used only when a student has an accommodation for remote assessments through the Office of Accessibility Resources.

1. In the event, electronic examinations are proctored remotely/virtually, the student must provide the following systems requirements:
   a. Operating system (Windows 10; MacOSX 10.13 and higher)
   b. Browser (Google Chrome version 79 and higher)
   c. Internet Speed (1.5 Mbps download, 750 Kbps upload)

2. Prior to test day, students must charge the battery of their computer/laptop and have access to their power adaptor.

3. At least 3 days prior to test day, students using noise cancelling headphones must send a description and photo of the headphones to the proctor for approval. Ensure the headphones are not connected to a device.

4. At least 3 days prior to test day, students must perform a systems check including:
   a. Verifying that front facing camera and mic are working
   b. Confirming internet connection
   c. If internet is not strong enough, student may reserve space at MSB to take the exam/assessment through MedOneStop

5. On test day, students must
   a. Have two devices, one for testing and a second device for monitoring using Zoom.
   b. Quit all applications running in the background or restart computer as needed.
   c. Confirm internet connection.
   d. Download the assessment.
   e. Log in to the proctor's Zoom room no later than 15 minutes before your posted start time.
   f. Once in Zoom, connect using your computer audio and turn on the camera.
   g. Use of scratch paper is allowed and it must be torn up on camera prior to leaving the Zoom
   h. By student entering the Zoom room, the student is consenting to being recorded.
   i. Once Proctor has given the password, start the assessment or contact IT for support as needed.
   j. Students who experience the assessment stop due to technical or other problems, after restarting the software will prompt them to enter a resume/start code. Contact the proctor or com-exam@listserv.uc.edu to obtain resume/start code. A resume/start code will be sent from the proctor and then permission to restart the exam will be granted.

6. On test day, students who lose connectivity to the Zoom for any reason, the following procedure will be followed:
   a. Proctor will attempt to contact the student via email or phone.
   b. If no contact with the student can be made within 15 minutes, the Proctor will end the exam and student will have to retake the exam.

7. Students who encounter an IT issue or general question, should contact:
   a. Contact the proctor: omeproctor@ucmail.uc.edu
   b. Contact IT for IT issues: com-exam@listserv.uc.edu

8. One break per hour is permitted. Students should send the approximate time to the proctor email at omeproctor@ucmail.uc.edu after the assessment is complete.

9. Drinks are permitted during the exam/assessment.

10. Students are able to use their phone to communicate with support personnel when the computer is locked down.

11. Student work will be saved if their device crashes during the exam.

12. Students using scratch paper during the assessment/exam, must tear up used scratch paper on camera before submitting. A photo/video may be sent to the proctor if student forgets to tear up scratch paper on camera.

13. Students should monitor their assessment uploads after they submit. The student should remain connected to the internet with Examplify open in the background until all files (including assessment, and proctoring video files) are uploaded. The student should confirm with the email receipt and dashboard confirmation.

ADDENDUM D: REMOTE/VIRTUAL PROCTOR FOR ASSESSMENT/EXAMINATION REVIEW SESSIONS

*Note remote exams and exam reviews are used only when a student has an accommodation for remote assessments through the Office of Accessibility Resources.

1. On the day of the Review, prior to joining the proctor's Zoom room, the student must complete the Remote Assessment Review Student Acknowledgement/Attestation online form. The Proctor will not release the Review without this form signed.

2. Student starts proctoring session with computer camera/screen share via Zoom.

3. Student and proctor join Zoom meeting (students should join via phone/tablet). Zoom meeting will be recorded.

4. Proctor shares the Examsoft pdf report via Onedrive through Outlook email.

5. As student reviews the Examsoft pdf report:
   a. Notetaking is not permitted
   b. No other websites/resources open except two tabs (one for Zoom and one for email to receive the review link from the Proctor)
   c. Students may not record question/answer content anywhere including in an email to the course director

6. At completion of review, the student will exit the Zoom.
7. The Proctor will delete the student review from OneDrive. The Proctor will end the Zoom after the last student is finished reviewing.