UNIVERSITY OF MINNESOTA

Medical School Policy

Date Revised
January 2025

Date Effective
November 2019

Policy #
UME.04.v.1

Student Assessment Security

Senior Leader: Medical School Dean

Responsible University Officer: Senior Associate Dean for Undergraduate Medical Education

Policy Owner: Assistant Dean, Assessment & Evaluation

Policy Contact: Director of Assessment

Policy Statement

Unless stated, all UMMS assessments (exams and quizzes) are considered secure (see *Definitions*, below), whether administered on campus, assigned as take home or accessed remotely; the contents of which are not to be released or shared outside of testing, challenge, and/or debrief settings.

This policy specifies the expectations and requirements for secure assessments at the University of Minnesota Medical School (UMMS).

Reason for Policy

This policy was created to clarify, for faculty and students:

1. The expectations for maintaining the security and integrity of the assessment system
2. The roles and responsibilities of those within the UMMS with regard to assessment behavior

Procedures

This policy applies to all on campus and take home assessments and assessment-related activities inclusive of rescheduled assessments, assessments administered as part of remediation, challenge sessions, debrief sessions, or any instance of exposure to assessment content (ie, specific assessment questions).

Lateness

Students should refer to the *Attendance Requirements and Excused Absence* policy regarding the procedures for addressing lateness or missed assessments.[1]

[1] For computerized assessments, established start and end times supersede computerized countdown timers.

Secure Assessment Attestation

Students will be provided with a copy of the *Rules of Conduct* (See **"***Appendix A*") at the start of a secure assessment. For computer-based assessments, access is restricted until choosing the appropriate option to implicitly affirm and accept the *Rules of Conduct*. For secure written, verbal, or practical assessments the *Rules of Conduct* will apply, or an appropriate alternative will be provided.

Student Assessment Security

On Campus Assessment Procedures

1. For secure assessments, including: computer based, lab practical, and clinical skills practical exams, unless stated otherwise in the exam instructions:
    a. Students are not permitted access to the internet or email beyond the assessment application
    b. On campus computer assessments must be uploaded before leaving the testing area; written assessment must be handed to a Proctor and recorded before leaving the testing area. Answer sheets, or written materials of any kind must not leave the testing/debrief area
2. Copying, transcribing, screen capturing/photographing, or printing assessment materials is not permitted; removing assessment materials from the assessment or debriefing site is not permitted.
3. Proctor clarification of questions is not permitted.

Post-Assessment Procedures

1. Faculty are not required to return assessments to students after grading
2. Procedures for clarifying assessment content/questions will be described in the syllabus for each course, and explained during each assessment.
3. As per the *Rules of Conduct* students should maintain the confidentiality of the assessment by not sharing the content of assessments. For example, assessment content should not be posted to websites or discussed with students who have rescheduled the assessment to a later date.

Policy Violations

As part of their professional responsibilities as outlined in the UMMS' *Compact for Teaching and Learning*, individuals who suspect a violation of this policy have occurred should report their suspicions as soon as possible. Suspected violations should be brought to the attention of an appropriate UMMS official, such as the Course Director or Proctor, for formal reporting to the Scholastic Standing Committee for investigation.

Additional Contacts

Role/Title	Contact	Email
Foundational Curriculum Manager	Elle Fasteland	efastela@umn.edu
Assessment Specialist	Kayla Kranitz	med-doa@umn.edu

Definitions

Locked Down Browser
A locked down browser doesn't allow students to access/use other computer-based sites/resources while taking the assessment.

Secure Assessment
A secure assessment refers to any assessment which contains items not available to the public and which, to allow the further use of test items and to protect the validity and reliability of the test, is subject to

special security procedures in its publication, distribution, and administration. Further, secure assessments reduce the chances for cheating or giving an unfair advantage in performance to a subset of individuals.

History

Amended: August 2021
Reviewed and Approved: Senior Associate Dean, UME, May 2023
Reviewed and Approved: Senior Associate Dean, UME, March 2025

Appendix A: Rules of Conduct

Course assessments are considered secure documents and as such all assessment items and related materials are considered confidential and are not to be released or shared in any forum outside of the testing/review setting as per the *Student Assessment Security Policy.* Course Directors may make alterations or adjustments to this Code of Conduct to account for differences in assessment format/purpose (ie. permitting note taking, etc). Such alterations will be noted at the time of the exam.

By starting the exam, I hereby affirm my understanding and acceptance of the University of Minnesota Medical School's Rules of Conduct for Secured Assessments as listed below:

- I will not give, receive, or obtain any form of unauthorized assistance during the assessment
- I will not have any formulas, study materials, notes, papers, or unapproved electronic devices of any kind besides those provided, or approved, by course personnel (ie, the laptop being used to take the exam)
- I will not remove any materials in any form [written, printed, recorded, or any other type] from the assessment area
- I will maintain the total confidentiality of the assessment materials
- I will not reproduce or attempt to reproduce assessment material through memorization or any other means
- I will not use any personal devices capable of recording video, audio, or taking photos during the assessment. Personal devices include, but are not limited to: cell phones, tablets, smart glasses, smart watches, or cameras. If you have accommodations for assistive technology that has one of these functions in order to perform your work, refer to the Student with Disabilities policy and notify the instructor of any approved accommodations in advance
- I will not provide information relating to assessment content that may give or attempt to give unfair advantage to individuals who may be taking the assessment in the future (including but not limited to: postings regarding assessment content and/or answers on the internet, assessment packets that closely mimic or match the items on the assessment, or verbal disclosure of items on the assessment)
- **For locked-down computer-based assessments:** I understand that leaving an assessment room without uploading my assessment will result in my being reported to the Scholastic Standing Committee, and that the Course Director may assign additional grade penalties for violating the *Student Assessment Security* policy
- **For paper-based assessments:** I will hand over my assessment and answers to the proctor, and upon completing the review/debrief, I will hand over my assessment and answer key to the proctor
- I understand it is my professional responsibility to report those who are in violation of this agreement to the faculty, administration, or Scholastic Standing Committee