

Medical School

Secure Exam Policy



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Effective: July 1, 2010

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Responsible Officer:

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Policy Statement

Course examinations are considered secure documents and as such all exam items and related materials are considered confidential and are not to be released or shared in any forum outside of the testing/review setting. Students will have an opportunity to challenge exam questions (as per the Exam Challenge Policy), and to review the exam and their own answers during a scheduled time, in a secure environment soon after the exam has been given and scored.

Reason for Policy

- Decrease the amount of time required by faculty to develop new exam questions
- Increase and maintain the quality of exam questions
- Develop a secure exam question bank
- Develop a consistent and efficient system to review challenges (on line process)
- Develop a system that allows course directors to share test information
- Allow for congruence in secure exam policy with the Duluth campus

Procedure

- Students are required to understand and sign the Exam Confidentiality Agreement at the beginning of each academic semester in years 1 and 2. A reminder of the Exam Confidentiality Agreement will be placed on the front page of every secure exam (see statement below). By taking the exam, students agree to the conditions listed in the Exam Confidentiality Statement.

Exam Confidentiality Statement:

"By sitting for and completing this exam I hereby affirm that I understand and accept the stipulations of the University of Minnesota Medical School Rules of Conduct for Secured Exams/Exam Reviews as previously agreed to in the Exam Confidentiality Agreement."

- **NBME standards** will be posted and followed unless otherwise noted by the Course Director: <http://www.nbme.org/PDF/Publications/Subject-Exam-Test-Admin-Handbook.pdf>
 - No formulas, study materials, notes, papers, or electronic devices of any kind exams/exam reviews shall be used by students. Course Directors have the option to amend this requirement, for example, for an open book exam or where calculators or other aids may be necessary.
 - No exams, answer sheets, or materials of any kind shall leave the testing area
 - Students are required to write their names on all exams, answer sheets, additional materials as supplied and answer keys if distributed following the exam.

- **Providing practice questions**
 - Students must be provided with self-assessment tools on the first day of the course to aid students in preparing for exams. Self-assessments may include but not be limited to exams (those given prior to 2009), in-course study questions, in-class audience response system questions, a practice item bank, and other methods.
 - Practice questions should mimic the style and general format of the exam. Thus, courses with essay questions should submit essay type questions to the item bank for practice.

- **Exam challenges are standardized for Year 2 courses, Twin Cities Campus.**
A student may challenge a question or questions for up to 2 hours after the exam time has ended.
 - When students have completed the exam they may pick up an answer key, review the exam, and submit challenges all within the designated secured location (separate from the exam room). Students will have two hours immediately following the exam to do this.
 - All students will have an exam challenge sheet available that will allow them to indicate the item(s) they wish to challenge, their answer, and an explanation for the challenge for each item.
 - Challenge questions will be considered by the course director and faculty in a timely manner.

- **Post-exam reviews and responses**
Course Directors are expected to provide responses to students' challenges and questions about the exams. The methods may vary by course, but may include a post-exam review, office sessions, or individual email responses. For details, see the course syllabus or Course Director.

Related Information

- USMLE: The Rules of Conduct - <http://www.usmle.org/bulletin/testing/>

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