MEDICAL SCHOOL POLICY

Student Examination Security

Senior Leader: Medical School Dean
Responsible University Officer: Associate Dean for Undergraduate Medical Education
Policy Owner: Assistant Dean for Student Affairs - Twin Cities
Associate Dean for Student Life and Academic Affairs - Duluth
Policy Contact: Esther Dale, dasa0002@umn.edu

POLICY STATEMENT

Unless stated, all UMMS examinations are considered secure, whether administered on campus or assigned as take home; 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 examinations 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 examination system
2. The roles and responsibilities of those within the UMMS with regard to examination behavior

PROCEDURES

It should be noted this policy applies to all on campus and take home examinations and exam-related activities inclusive of rescheduled examinations, examinations administered as part of remediation, challenge sessions, debrief sessions, or any instance of exposure to examination content (ie, specific examination questions).

Tardiness

Students who arrive late for on campus examinations unfairly distract their classmates who arrived on time, may miss critical pre-examination information, and have a reduced amount of time to complete their work. Therefore, at the discretion of UMMS personnel, late students may or may not be allowed to sit for the exam. Examinations begin and end at the scheduled time; students who arrive late are not granted additional time; established examination start and end times supersede computerized examination countdown timers.

Students who need to miss and/or reschedule an examination should refer to the Missed/Rescheduled Exam Procedures.

Secure Examination Attestation

Students will be provided with a copy of the Exam Rules of Conduct (See “Appendix A”) at the start of a secure examination. For computer-based examinations, access is restricted until choosing the appropriate option to implicitly affirm and accept the Exam Rules of Conduct. For secure written, verbal,
On Campus Examination Procedures

1. For locked-down computer-based exams:
   a. Students are not permitted access to the internet or email beyond the examination application
   b. On campus examinations must be uploaded before leaving the testing area. Answer sheets, or written materials of any kind shall not leave the testing or debrief area
2. Copying, transcribing, or printing examination materials is not permitted; removing examination materials from the examination or debriefing site is not permitted.
3. Proctor clarification of questions is not permitted.

Post-Examination Procedures

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

Policy Violations

Suspected violations of this policy should be reported in a timely fashion. Reports can be made to the Course Director, Proctor, Dean of Students, or directly to the Peer Review Committee (Twin Cities Campus) or Honor Council (Duluth Campus) for further investigation.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
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<tbody>
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DEFINITIONS

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

RESPONSIBILITIES

Position/Office
Responsibilities
Position/Office
Responsibilities

RELATED INFORMATION

Missed/Rescheduled Exam Procedures:
https://med.umn.edu/sites/med.umn.edu/files/missed_or_rescheduled_exam_procedure_tc.pdf

HISTORY

Amended:
Text

APPENDIX A

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 as per the Student Examination Security Policy

I hereby affirm my understanding and acceptance of the University of Minnesota Medical School's Rules of Conduct for Secured Exams as listed below:

- I will not give, receive, or obtain any form of unauthorized assistance during the exam
- I will not have any formulas, study materials, notes, papers, or unapproved electronic devices of any kind in my possession during the exam 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 exam area
- I will maintain the total confidentiality of the examination materials
- I will not reproduce or attempt to reproduce exam material through memorization or any other means
- I will not provide information relating to exam content that may give or attempt to give unfair advantage to individuals who may be taking the exam in the future (including but not limited to: postings regarding examination content and/or answers on the internet, exam packets that closely mimic or match the items on the exam, or verbal disclosure of items on the exam)

- For locked-down computer-based exams: I understand that leaving an exam room without uploading my exam will result in my being reported to the Peer Review Committee, and that the Course Director may determine additional grade penalties for violation of the Student Examination Security Policy
- For paper-based exams: I will hand over my exam and answers to the proctor, and upon completing the review/debrief, I will hand over my exam 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 Student Peer Review Committee