



POLICY ON ELECTRONIC EXAM DELIVERY IN THE SCHOOL OF MEDICINE

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I. PURPOSE

To describe the administration of electronic examinations in the New York Medical College School of Medicine (“NYMC SOM”).

II. POLICY

This policy ensures the effective and efficient delivery of electronic exams by outlining a centralized process for exam administration, item analysis, score reporting, and curriculum mapping.

III. SCOPE

This policy applies to all students, faculty, and staff in the NYMC SOM.

IV. PROCEDURES

To ensure the efficient delivery of electronic exams, the NYMC SOM has outlined the following procedure:

A. Roles and Responsibilities regarding electronic examination delivery:

1. **ETS** are responsible for the following:
 - a. Providing the software used to deliver student examinations as well as associated training and support related to this software for faculty, staff, and students.
 - b. Notifying faculty, staff, and students about the logistics of the examination day procedures.
2. **Course directors** are responsible for the creation of electronic exam content using input from course faculty, including:
 - a. Providing the questions for each scheduled examination
 - b. Exam characteristics (e.g., question images, grouped questions, fill-in, etc.)
 - c. Exam content domains that coincide with policy guidelines
3. **Students** are responsible for the following:
 - a. A personal laptop or other approved device that meets SOM computer specifications.
 - b. Access to reliable internet and external power source from the location they choose to take an exam
4. Additional responsibilities:

- a. It is the student's responsibility to immediately notify ETS of any personal laptop issues that interfere with exam delivery.
- b. Students who encounter hardships in addressing any of the requirements are encouraged to discuss these matters directly with a dean in the Office of Student Affairs.

B. Exam Scheduling:

1. Course directors must include the following information regarding in-house examinations **in the approved block schedule** when submitted for approval by the NYMC SOM Education and Curriculum Committee (ECC):
 - a. Exam layout, including total exam duration and number of exam parts; this would include a maximum number of questions per exam part
 - b. Exam schedules should be created with "universal design principles" and comply with SOM policies that define examination scheduling.
 - c. Parameters and scheduling of post examination reviews; and
 - d. Parameters and scheduling of examination make-up day, if needed in the case an entire exam for the whole class is cancelled.
2. At least **two-weeks notice** is required to schedule and order NBME examinations

C. In House Electronic Exam Preparation:

1. All exam questions must be provided by block course directors and finalized within the exam software **at least 3 full business days before the exam date.**
 - a. Course directors are responsible for previewing the exam in the exam delivery software for accuracy and final approval prior to the exam being published to students.
 - b. Course directors or their staff requiring ETS assistance to enter exam questions must submit the questions at least 4 full business days before the exam date.
2. All exams will be published to the students **at least 2 full business days before the exam date by the ETS.**
3. All exam question and assessment content will be archived in the exam software system for analysis and curriculum mapping for the SOM.

D. Electronic Exam Administration:

1. Electronic exams will be managed by the ETS. Detailed instructions concerning pre-examination procedures, time and place of exam will be e-mailed by the ETS to the students and proctors at least 2 full business days prior to exam delivery date.
2. Students will take all electronic exams remotely
 - a. Limited on-campus locations for students to take remote

examinations are available based on request and require prior approval.

- b. Students who receive special accommodations will have examination events scheduled by the Office of Student Academic Support.
3. Examinees will be proctored throughout the examination using either the exam device webcam or alternate remote proctoring as defined by the Office of Education Technology.
4. All examinees will be required to attest to the Student Code of Academic Integrity and Professionalism during every examination event
5. Examinees that encounter exam delivery issues on the day of the exam that cannot be resolved will be provided the opportunity to re-take the examination on a designated make-up date
6. Students who arrive late on the day of an exam will **not** be allotted additional time beyond the allocated testing block to complete the examination.
7. ETS staff cannot answer questions about exam content during the administration of the exam; examinees are permitted to submit exam question challenges to individual course directors by email at the conclusion of the exam
8. All students will be provided with Strengths and Weakness score reports which provide feedback to students about their individual performance on the examination.

E. Make Up Examinations

1. In the event of an unexpected technology malfunction that prevents deployment of an exam, the exam will be rescheduled by the ETS staff in collaboration with the Assistant Dean of Basic Sciences on the next available testing day.
2. In the event of an individual circumstance that prevents a student from sitting for a scheduled examination, the student must contact a dean in the Office of Student Affairs (MSADeans@nymc.edu). In this case the Office of Student Affairs dean will contact ETS staff and the Assistant Dean of Basic Sciences to coordinate the exam retake with relevant course directors.

V. DEFINITIONS

In this policy:

- A. "Student," refers to a person enrolled in a NYMC SOM, whether currently in the program or on leave of absence
- B. "Staff," refers to NYMC SOM personnel
- C. "Faculty," refers to an individual or individuals who are involved in the NYMC SOM teaching program, whether MD, PhD, nurse, allied health professional, resident, fellow or other
- D. "Electronic exam software," refers to a web-based system for exam management and delivery

- E. "ETS," refers to Educational Technology Staff
- F. "NBME," refers to the National Board of Medical Examiners

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Medicine

Oversight Office: Office of Undergraduate Medical Education