

MSU COM Computer-Based Testing Policy

Note: This policy is effective for the Class of 2020 until the end of summer semester 2017, and is not effective for the Class of 2021

1. Electronic Devices and Examination:

- a. It is the responsibility of each individual examinee to ensure that the correct examination has been downloaded to his/her personal electronic device no later than 1:00pm the business day before the exam.
- b. All technology-related issues including, but not limited to: device functionality, battery power, and compatibility with ExamSoft and SofTest, are the responsibility of the examinee.
- c. All of the following behaviors will be tracked by the examination administrator: examinees forgetting his/her device, not having the appropriate examination downloaded prior to the deadline, and not having a charged battery. The third time such behavior is noted, the examination administrator will contact the Associate Dean for Student Services and the Director of Curriculum to make a report of unprofessional behavior, and will make a report for each additional subsequent unprofessional behavior.

2. Arrival and Check-in at the Exam:

- a. A valid photo identification card is required to take any examination, and can include an MSU issued student ID, or government issued driver's license, passport or military ID.
- b. The identification card must be presented upon entry into the examination site.

3. Personal belongings:

- a. Examinees are only allowed to possess his or her testing device, computer mouse and mouse pad, keys, writing utensils, power cord, battery power pack, device charger and soft earplugs at his or her seat.
- b. Examinees are not permitted to bring into the room or access any unauthorized items during the examination, which include, but are not limited to: cell phones, earphones, wallets, watches, fitness bands, books, notes, hats, food, drinks, purses, backpacks, etc.
- c. Nothing may be worn on an examinee's head other than for religious purposes.
- d. All personal belongings, except coats, are strictly prohibited from the examination room and must be left outside of the testing location. Coats are to be stored in the students' lockers or in an alternative storage location when available. If there is no alternative storage location available, then all coats must be placed along the perimeter of the examination room.
- e. If any noise originates from an examinee's coat, including cell phone vibrations, alarms, and ringing, the coat must be removed from the examination room.
- f. All items provided by the exam administration staff must be returned at the conclusion of the examination, including all scratch paper (used or unused).

4. Food and Drink:

- a. There is no food or drink allowed in the testing room.
- b. Any exceptions to this rule will require documentation of need from the Resource Center for Persons with Disabilities or a medical provider.

5. Test Time:

- a. Examinees must be in their seats and ready to start the test five (5) minutes before the scheduled start time of the examination.
- b. If an examinee arrives after that time, or if an examination is missed, the course syllabus will define the circumstances and procedures for obtaining an excused absence.

6. Breaks:

- a. Examinees have the option of taking breaks during examinations that exceed one (1) hour in length. No breaks are permitted for examination less than one (1) hour in duration, unless documentation of need is provided.
- b. Exam room staffing will determine the number of examinees allowed on break at one time. There must be at least one proctor in the exam room at all times.
- c. No additional time will be added to the examination period to compensate for breaks taken by examinees.

7. Exam Completion:

- a. Upon completion of the exam, each examinee must show the green "congratulations" screen to exam administration staff to verify that the answer file has been successfully uploaded.

- b. Once the successful upload has been verified, exam administration staff will then allow the examinee to exit the exam room.
- c. A failure to demonstrate a successful upload of the answer file will result in the examinee being required to stay in the assessment room until the entire time allocated for testing has elapsed.
- d. Each examinee must return all proctor administered materials (including scratch paper) to exam administration staff before exiting the room.

8. Unexpected Technology Issues:

- a. In the event that an individual experiences a technology failure with their personal device or the SofTest software, the examinee must raise his or her hand immediately to inform exam administration staff.
- b. If the failure occurs before the examination begins, exam administration staff will provide a substitute device, if available, for the totality of the examination. If no substitute device is available, the examinee will complete the examination via paper test and scantron.
- c. If the technology failure occurs at any time after the start of the examination, exam administration staff will immediately seek on-site recourse in order to allow the student to complete the entire exam in the time originally allotted. If there is no immediate on-site recourse available, the examinee shall be directed to the syllabus and course instructor of record to determine if a make-up examination will be allowed.
- d. Upon completion of the examination, the substitute device or filled-in scantron and paper examination must be returned to the exam administration staff.

9. Communication:

- a. All communication between examinees during the examination is strictly prohibited.
- b. Exam administration staff will not answer questions regarding examination content.
- c. If the examinee believes there is an error on an examination item, exam administration staff will instruct the examinee to answer the item to the best of his or her ability with the information provided.
- d. When SofTest provides the opportunity for examinees to comment on specific items, this feature should be utilized by examinees to raise concerns or questions. If the option is not available, examinees should use the piece of scratch paper provided to make comments on specific questions.

10. Academic Integrity:

- a. All examinees must adhere to the policy listed above and any additional instructions provided by the exam administration staff. A failure to do so may be considered a violation of MSU and MSUCOM policies on academic integrity, and may result in disciplinary actions up to and including receiving no credit for the examination, being required to end the examination immediately, and/or sanctions imposed as outlined in the "Medical Students Rights and Responsibilities" document, including dismissal from the College.