Computer-Based Testing Policy

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 prior to the start time of the examination.
   b. All technology-related issues including, but not limited to: device functionality, battery power, and compatibility with ExamSoft 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 uploaded, and not having a charged battery. The third time such behavior is noted, the examination administrator will contact the Associate Dean for Student Services to make a report of unprofessional behavior, and will make a report for each additional subsequent unprofessional behavior.

2. Arrival/Check-In:
   a. A valid photo identification card is required to take any examination, and can include a 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/her testing device, computer mouse, keys, writing utensils, power cord/battery power pack/charger and soft earplugs at his/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, 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. 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 examination proctor must be returned at the conclusion of the examination, including all scratch paper (used or unused).

4. Food/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 Personals 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.

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Policy is under revision.

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6. Breaks:
   a. Examinees have the option of taking breaks during examinations that exceed one (1) hour in length. No breaks are permitted for examinations less than one (1) hour in duration, unless documentation of need is provided.
   b. No more than one examinee may be outside of the examination room at a time, except Conrad. No more than two examinees may be outside of the Conrad examination room at a time.
   c. No additional time will be added to the examination period to compensate for breaks taken by examinees.
   d. Each time an examinee exits the examination room the examinee must sign-out. Upon return, the examinee must sign-in and present valid photo identification.

7. Exam Completion:
   a. Upon completion, each examinee must be excused from the examination room by a proctor who will do so after verifying the completed examination was successfully uploaded.
   b. A failure demonstrate a successful upload of your examination file will result in examinees being required to stay in the assessment room until the entire time allocated for testing has elapsed.
   c. Each examinee must return all proctor administered materials (including scratch paper) to a proctor.

8. Unexpected Technology Issues:
   a. In the event that there is a technology failure, examinees must raise their hands immediately to inform a proctor.
   b. If the failure occurs before the examination begins the proctor will provide a substitute device, if available, for the totality of the examination. If no substitute device is available, examinees will complete the examination via paper test and scantron.
   c. If the technology failure occurs at any time after the start of the examination and there is no immediate on-site recourse that allows the student to complete the entire exam in the time originally allotted, 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 proctor.

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

10. Academic Dishonesty: All examinees must adhere to this policy and any additional instructions provided by the examination proctors. A failure to do so may be considered a violation of MSU and MSUCOM policies.

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on academic dishonesty, and may result in disciplinary actions up to and including receiving no credit for the examination, being required to end the examination immediately, and sanctions imposed as outlined in the “Medical Students Rights and Responsibilities” document including, dismissal from the College.

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