	UNIVERSITY OF CINCINNATI COLLEGE OF MEDICINE
UNIVERSITY OF Cincinnati College of Medicine	

POLICY TITLE: *Assessment/Examination Policy for Phase 1*	APPROVAL DATE: *June 7, 2018* *Revised April 1, 2021* *Revised July 1, 2021* *Revised May 5, 2022* *Revised October 6, 2022* *Revised December 1, 2022* *Revised December 7, 2023* *Revised April 4, 2024* *Revised August 1, 2024* *Revised January 9, 2025*
RESPONSIBLE ACADEMIC UNIT(s): *Office of Curriculum Management and Integration & Department of Medical Education*	APPLIES TO: *Phase 1 Students*

POLICY STATEMENT

A. GENERAL POLICIES FOR ASSESSMENTS/EXAMINATIONS

1. Assessments/examinations may be proctored either by a live proctor or electronically, including through the use of video cameras.

2. Students are required to have their UC I.D. badge to enter the testing room.

3. The start time for each individual assessment/examination will be established and announced to the students prior to the assessment/examination date.

4. For Assessments/examinations generated through Examsoft, assessments/examinations will be made available for students to download at 2:00 am the calendar day prior to the assessment/examination (e.g. 2:00 am Sunday morning prior to a Monday assessment/examination).
   - Students are to download the assessment/examination >30 minutes prior to the start of the assessment/examination.
   - If the student has a problem with the download, they should do the following to ensure the normal time limit for the assessment/examination is given
     - Email the IT team at com-exam@listserv.uc.edu, copy the proctors at UCCOMProctor@ucmail.uc.edu
     - Arrive 30 minutes prior to the start of the assessment/examination to receive IT help.
   - If a student downloads the assessment/examination within the 30 minutes prior to the start, AND the start of their assessment/examination is delayed by the need for technical assistance (for any reason), extra time will NOT be given to complete the assessment.

5. Students may enter the testing room up to 30 minutes before the start of the examination but must be in their designated seat and ready for testing 10 minutes prior to the established examination start time. (e.g., 7:50 AM for an 8:00 AM exam). Students who are not in their seat 10 minutes prior to the exam start time are considered late. Late students must sign in and be escorted to begin. Students will receive a Formative Feedback Form for each late offense. The Formative Feedback Form will be issued by a designated individual in the Office of Curriculum Management and Integration (OCMI) and reported to the Performance and Advancement Committee. If the student submits an MSSF and the late arrival is excused, the Formative Feedback Form will be rescinded.

6. Once a student is seated, they may not leave the room until after the exam starts so that technical support

can be provided.

7. Any decision to admit a late examinee rests solely with the Chief Proctor. If a student arrives late, the student must choose whether they wish to enter the examination room and complete the examination in the remaining allotted time or take the exam at a later time. If the student chooses to take the examination at a later time, the student will have the full amount of allotted time to take the examination. The time of the rescheduled examination will be scheduled by the Chief Proctor. If possible, the student will be given the option of taking the examination at that time in another location, but this is subject to the availability of a space and a proctor. The student must file an MSSF.

   For an assessment/examination that must be rescheduled from the designated time due to an unexcused absence, the student will take the assessment/examination and it will be scored (raw score). The following adjustment will then be made to the raw score for the purposes of calculating a grade (adjusted score):

   The adjusted score will be reduced by using the following formula [original score - (original score x 0.15)]. For example, if the raw score is 100%, the adjusted score will be 85%, [100 - (100 x 0.15)]. If the raw score is 80%, the adjusted score will be 68%, [80 - (80 x 0.15)]. If the student has a second occurrence of taking an assessment/examination at a rescheduled time due to an unexcused absence, the adjusted score will be reduced by using the following formula [original score - (original score x 0.30)]. If the student has a third occurrence of taking an assessment/examination at a rescheduled time due to an unexcused absence, the adjusted score will be 0%.

8. Personal belongings are not permitted in the testing room at any time. This includes, but is not limited to:
   - Heavy coats
   - Reference materials (e.g., books, notes, papers)
   - Backpacks, briefcases, purses
   - Calculators and headphones (unless supplied by the COM), electronic devices (e.g., phones, iPads, pagers, headphones, iPods, recording/filming devices, smart watches)
   - Food, water and other beverages (unless student has an approved accommodation)

9. If a student is found with any of the prohibited materials during the assessment/examination or exam review, the student may receive a zero for the assessment/examination and may be referred to the Honor Council with no further right of appeal or grade grievance. If a student self-reports that they are in violation of this rule, they may, at the discretion of the proctor and/or course director, be excused from this rule. For example, a student enters the exam facilities with his/her cell phone in his/her pocket and self-reports the presence of a cell phone. If the proctor and/or course director determine that there was no negligence or intentional misbehavior, then they may decide to not pursue ramifications. This allowance is at the sole discretion of the proctor and/or course director and is not subject to appeal or consideration based on any other incident with that or another student.

10. If a student has a documented testing accommodation by the Office of Accessibility Resources, it is the student's responsibility to communicate their accommodation(s) with the course director and chief proctor prior to the examination.

11. For all purposes of assessment/examination timing including seating time, stop and start times, the official time will be Network time or the clock the proctor designates.

12. No content questions will be answered during the assessment/examination.

13. Typographical and other errors will be announced to all students at the same time.

14. Students will receive notice 5 minutes prior to the end of the assessment/examination.

15. Any student continuing to enter test answers after the assessment/examination has ended will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of

appeal or grade grievance.

16. Restroom breaks are permitted and must be taken at the location designated by the proctor. Any student found communicating with anyone other than a proctor during a restroom break will receive a zero for that assessment/examination with no further right of appeal or grade grievance and may be referred to Honor Council. Any student found accessing any materials related to the assessment/examination during any restroom break will be given a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

17. All test material is to be placed in designated areas before the student leaves the assessment /examination room.

18. The assessment must be submitted and the exam software must be closed prior to leaving the room. Student personal laptops are subject to inspection by a proctor.

19. Upon completion of the assessment/examination, students must immediately leave the testing room and the area adjacent outside of the testing room.

20. Any decision to reschedule an assessment/examination for students with excused absences is at the sole discretion of the course director and chief proctor. Once the rescheduled assessment/examination date is set, it cannot be changed without the approval of the course director. Any student allowed to participate in a rescheduled assessment/examination must ensure that they neither discuss the assessment/examination with any classmates or other individuals nor receive, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

21. In cases where staggered assessment/examination start times are scheduled (for example, instances where half of the student body is scheduled to take a practical assessment/ examination on Wednesday, and the other half of the student body is scheduled to take the same assessment/examination on Thursday), each student must take every step possible to ensure that they neither discuss the assessment/examination with any classmates or other individuals nor receive, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

22. Students will be provided with scratch paper for the weekly/biweekly assessments and End of Block examinations. Scratch paper should not be marked upon before the exam begins and must be turned in to the proctor prior to exiting the exam room.

23. Students are required to log onto the assessment/examination when directed to do so.

24. If a student encounters technical problems during the assessment/examination, they must notify the proctor or IT staff **IMMEDIATELY**. During NBME exams, there is always a proctor in the testing room that the student should notify immediately. For bi-weekly/weekly examinations, students can go to the common area outside the testing rooms where there is continual proctor/IT staff present should a proctor not be located inside the testing room. **If a student is concerned about losing time on the exam due to a technical issue during the exam, the student should conduct a hard restart of their device as this stops the clock on Examsoft and NBME delivered exams.** A hard restart typically involves holding down the power button on the computer/device until it shuts down. Students should be familiar with how to conduct a hard restart on their device. **Many technical issues can be prevented by making sure the device is up to date.** If a student has concerns about their device, they should make arrangements for a loaner computer with HSL/IT prior to the assessment/examination. **Most technical issues that occur during an exam can be resolved by a hard restart of the device.** If the computer

problem is resolved quickly, the student may return to the computer-based assessment/examination. A student may be provided a spare computer should their own computer fail during an exam and receive a new download for the exam. If problems persist, the student may be provided with a paper copy of the assessment/examination (excludes NBME exams). Extended computer downtime may necessitate rescheduling the assessment/examination.

25. After entering the testing room, students may not access the internet or any other material, other than the assessment/examination or other materials as directed by the proctor. Unauthorized information includes notes written before beginning (before seeing the first question). Any student determined to have accessed unauthorized information within the testing room before or during the taking of an assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

26. It is the responsibility of all students to be familiar with all aspects of the Honor Code and in particular with respect to cheating on examinations/assessments.

B. *ASSESSMENT/EXAMINATION REVIEW SESSIONS*

Two types of levels of review are permitted for Phase 1 weekly/biweekly, multiple-choice exams (i.e. Examsoft, Scantron):

- LEVEL 1: After an assessment there is a scheduled review. The Level 1 review is open to all students, regardless of how they performed on the assessment. Prior to the assessment review the course director: (1) reviews the question analytics provided by the examination software; (2) and, if necessary, rescores the assessment. When the students attend the assessment review session any rescored questions will be announced or displayed to students. Students have until 24 hours after the formal review of test items to request a re-evaluation of specific test items by the course director (see grade appeal process).

- LEVEL 2: Students who fail an assessment are eligible to participate in Level 2 review.

The purpose of assessment/exam review sessions are to provide students with an opportunity to reflect on their performance by reviewing exam items marked incorrect, in an appropriately secure environment; ultimately enhancing the student's ability to perform on future assessments. The following are aspects and expectations of the exam review environment, applicable to staff and students. Note, that most expectations are similar to the day-of assessment environment:

Level 1 Exam Review Procedures:

To maintain exam security, the following rules/guidelines apply to assessment review sessions:
- Students are to arrive on time for the exam review. A grace period may be given (up to fifteen minutes and at the purview of the chief proctor), and after which no students will be admitted.
- Students are not permitted to leave the review session with any electronic or physical recording of any assessment information (e.g. question stems, answer choices, performance data etc.).
- Notetaking on any physical or electronic medium is not permitted.
- Food and drink are permitted during an exam review.
- The only personal belongings permitted to accompany a student at their seat are (1) the device used to take the assessment (and its power cord) and (2) food and drink.
- If any other electronic device, including but not exclusive to cell phone, calculator, second laptop/tablet, is found in a student's possession during the assessment/examination review, that student may receive a zero for the assessment/examination and referred to the Honor Council.
- Other personal belongings are not permitted to accompany a student at their seat (e.g. laptop/tablet bags, heavy coats, backpacks, purses, reference materials, headphones etc.). An area of the room, away from the students' seats and designated by the proctor will be used to place/store backpacks and other belongings.
- If a student leaves an assessment review in progress they are not allowed to return.
- Assessment review sessions will be scheduled by the course director as appropriate for exam

content/length.
- Students are required to:
- Show proof to a proctor that their device has logged out of the exam report prior to leaving the room.
- Leave the review session when directed to do so by the proctor.

2. To facilitate learning, the following are features of assessment review sessions:
- Students will receive their assessment report at the review, which will allow students to review only the questions marked incorrect (i.e. correct questions will not be reviewable).
- Students do NOT have to remain in a designated seat for the review.
- Students are strongly encouraged to discuss the assessment with classmates in the review room.
- Students may have access to near-peer tutors (if available) to ask questions.
- Students may (if available) have access to college-provided, internet-ready devices to look up answers to questions and review content. These devices will be secure, limited in number, and be stationed on carts near the proctoring team.

Level 2 Exam Review Procedures:

- Student emails the Chief Proctor to sign up for a time to review the incorrect items on the assessment in a secure environment for an unlimited amount of time.

- Students are encouraged to bring a tutor for Level 2 review.

- During this review session, students have the option to complete the *Self-Assessment of Test Preparation and Performance / Development of New Study Strategy* form (see addendum A). Students can take this form to sessions with a learning specialist for further analysis and help.

- If a student misses the scheduled assessment review session, submits a MSSF and is excused, the student can schedule a review with the Office of Curriculum Management and Integration.

There will be no review session for cumulative end of course examinations.

Once a course is completed (the end of block exam has been taken), a student may no longer review any exams given during the course. Students may also not review any given exam once they have completed/taken the next scheduled exam for the course.

C. INTERRUPTIONS DURING AN ASSESSMENT/EXAMINATION

1. All emergency calls for students while taking assessment/examinations will be directed to the Registrar's Office. The Registrar or their designee will take a message for the student and inform the proctor that the student has an emergency call. The student will be escorted to the Registrar's Office to receive the call. After discussion with the student, the course director will decide whether the student may return to the assessment/examination or will need to reschedule the assessment/examination. Documentation (police report, hospital report, etc.) confirming the emergency must be submitted to the Registrar. Should the course director not be immediately available, the Associate Dean for Student Affairs, the Assistant Dean for Academic Support or the Senior Associate Dean for Educational Affairs should be contacted for the decision as to whether or not the student should return to the assessment/examination.

2. Should a student become ill while taking an assessment/examination, such that they are unable to complete the assessment/examination, the student must inform the proctor that they are unable to complete the assessment/examination so that the incident can be documented. The grade for the assessment/examination and/or rescheduling of the assessment/examination will be determined by the course/block director.

3. If a fire alarm or other emergency condition occurs during an assessment/examination, students will immediately cease taking the assessment/examination and, if necessary, evacuate the affected buildings.

- Proctors will ensure that all students leave the assessment/examination rooms in a timely manner.

- Students may be directed to evacuate to a specific location.

- For assessment/examinations given in the labs on the G-Level of the Care/Crawley Building, students should evacuate to the outside plaza adjacent to the E-level entrance of the CARE/Crawley building unless otherwise directed by the proctor.

- For assessment/examinations given in the Simulation Center, students are to evacuate to the plaza outside Kresge Auditorium unless otherwise directed by staff of the Simulation Center.

- Students are to remain in the designated area or receive permission from a proctor to leave the area. If no specific area is designated, the student must remain in an area where they can hear the all clear announcement.

- Students should power OFF laptops if safely able to do so.

- Students may not discuss the assessment/examination with any other person or access any type of information related to the assessment/examination. Honor Council policies are in effect, and students should monitor themselves and others to ensure compliance. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.

- After the fire alarm or other cause of interruption has ended, students will return to their assigned room in a timely manner (within 15 minutes) and resume the assessment/examination when announced by the proctor to do so. Students returning later than 15 minutes following the all clear signal will not be admitted to the testing room to finish the exam. The student will receive credit for any answers they submitted prior to the interruption. Students can appeal to reschedule the exam to the Phase 1 Curriculum Director.

- The IT assessment/examination coordinator will provide students a continuation code to resume the assessment/examination.

- In the event of a prolonged interruption such as a computer or power outage, the proctor may decide to suspend the assessment/examination and reschedule following the rules consistent with the INCLEMENT WEATHER POLICY.

4. Irregular incidents may include evidence of copying answers from classmates, giving or receiving unauthorized information, being in possession of unauthorized materials, making unauthorized notes, recording assessment/examination content via any means (manual, digital imaging, etc.), continuing to answer questions after the assessment/examination has ended or engaging in other behavior disruptive to fellow examinees. These incidents will be handled according to Honor Council guidelines and will be reported to the Honor Council and the appropriate PAC.

ADDENDUM B: Self-Assessment of Test Preparation and Performance / Development of New Study Strategy

NAME_____ DATE_____ COURSE_____

Self-Assessment of Test Preparation and Performance
Development of New Studying Strategy

Step 1: For each of the questions that you got wrong, check which reason best explains why you got the question wrong.

Question number that you missed																										
Did not know enough detail																										
Did not read the question carefully																										
Filled in the wrong letter																										
Was confused by question																										
Other (explain below)																										

"Other" explanation:

Step 2: Now assess your study habits. Check all that apply.

	I had a set time where I showed up to study (__hours a day / every other day / week [choose]).
	I attended class in person on a regular basis
	I watched lectures via Echo 360 on a regular basis
	I used a combination of Echo 360 videos and in-person class attendance
	I watched and/or attended lectures the same day they occurred
	I read the eDissector in preparation for the dissection assignment
	I read the lab manual prior to coming to the lab
	I did the homework exercises in the *Primitive Drawing Workbook*
	I skimmed or read the assigned reading *before* lecture.
	I skimmed or read the assigned reading *after* lecture.
	I actively participated in class (took complete notes, paid attention, contributed to discussion, PRS questions)
	I reviewed my lecture notes within 24 hours of the lecture.
	I highlighted and/or re-read my class notes
	I rewrote my class notes and combined them with the lecture and reading assignment information
	I checked my class notes with a friend to see if I got down all the important information
	I sought help for material that I wasn't sure about
	That help came from:_____a textbook_____professor_____study buddy_____a tutor ____Wikipedia_____other
	I made notecards with _____vocabulary words _mock exam questions _____conceptual material _____things to memorize
	I reviewed my notecards: ___times a day / every other day / week (choose)
	I wrote out answers to practice questions from the textbook or other sources
	I made use of practice questions made available by the course director
	I wrote and answered my own practice exam questions
	I made concept maps
	I practiced the material by writing down on blank paper everything I could remember about each topic
	I practiced with figures and drawings by: _____looking at them _____explaining them to a friend _____practice labeling them
	I sought help from a tutor or faculty member for laboratory content that I had trouble understanding
	I did the assigned online histology modules
	I studied the online imaging assignments

Step 3: On the back of this sheet, write a specific plan to prepare for the next assessment. Your plan should include the details of how (and when) you will study on a regular day-to-day basis and the details of how you will specifically prepare for the exam.

Master Adaptive Learner Reflection

Curiosity
What are curious to learn more about? Are you curious to better understand how you learn?

Motivation
What drives you to succeed academically? What thoughts and feelings do you have when you meet your goals?
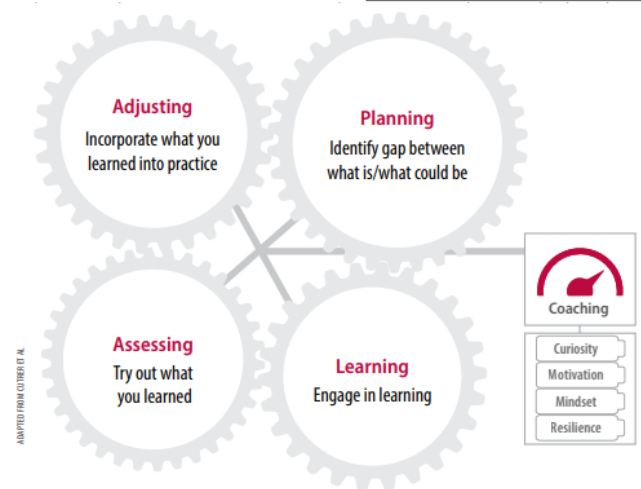
Mindset
How do you view setbacks? Do you believe in the ability to develop skills over time?

Resiliency hat reflection, relationships and practices do you need to stay resilient during challenging times?

Plan
After reviewing your incorrect items, where are your biggest knowledge gaps? Of those gaps, which ones are priorities before the next exam?

Learning
How will you close the gaps you identified as priorities? Be specific, what resources will you use and how will it fit into this week's study plan? When thinking about how you studied for this last exam, which strategies worked? Did you follow-through with your study plan leading up to this last exam? If, not what happened?

Assess
How will you test yourself on how well you learned the topics you identified as priorities?

Adjust
Think about what aspects of this plan you need to adjust after the assessing phase.

Are there any obstacles that could stop your new plan?

ADDENDUM B: REMOTE/VIRTUAL PROCTOR FOR ELECTRONIC EXAMINATIONS DELIVERED USING EXAMPLIFY AND ZOOM

*Note remote exams and exam reviews are used only when a student has an accommodation for remote assessments through the Office of Accessibility Resources.

1. In the event, electronic examinations are proctored remotely/virtually, the student must provide the following systems requirements:
   a. Operating system (Windows 10; MacOSX 10.13 and higher)
   b. Browser (Google Chrome version 79 and higher)
   c. Internet Speed (1.5 Mbps download, 750 Kbps upload)

2. Prior to test day, students must charge the battery of their computer/laptop and have access to their power adaptor.

3. At least 3 days prior to test day, students using noise cancelling headphones must send a description and photo of the headphones to the proctor for approval. Ensure the headphones are not connected to a device.

4. At least 3 days prior to test day, students must perform a systems check including:
   a. Verifying that front facing camera and mic are working
   b. Confirming internet connection
   c. If internet is not strong enough, student may reserve space at MSB to take the exam/assessment through MedOneStop

5. On test day, students must
   a. Have two devices, one for testing and a second device for monitoring using Zoom.
   b. Quit all applications running in the background or restart computer as needed.
   c. Confirm internet connection.
   d. Download the assessment.
   e. Log in to the proctor's Zoom room no later than 15 minutes before your posted start time.
   f. Once in Zoom, connect using your computer audio and turn on the camera.
   g. Use of scratch paper is allowed and it must be torn up on camera prior to leaving the Zoom
   h. By student entering the Zoom room, the student is consenting to being recorded.
   i. Once Proctor has given the password, start the assessment or contact IT for support as needed.
   j. Students who experience the assessment stop due to technical or other problems, after restarting the software will prompt them to enter a resume/start code. Contact the proctor or com-exam@listserv.uc.edu to obtain resume/start code. A resume/start code will be sent from the proctor and then permission to restart the exam will be granted.

6. On test day, students who lose connectivity to the Zoom for any reason, the following procedure will be followed:
   a. Proctor will attempt to contact the student via email or phone.
   b. If no contact with the student can be made within 15 minutes, the Proctor will end the exam and student will have to retake the exam.

7. Students who encounter an IT issue or general question, should contact:
   a. Contact the proctor: UCCOMProctor@ucmail.uc.edu
   b. Contact IT for IT issues: com-exam@listserv.uc.edu

8. One break per hour is permitted. Students should send the approximate time to the proctor email at UCCOMProctor@ucmail.uc.edu after the assessment is complete.

9. Drinks are permitted during the exam/assessment.

10. Students are able to use their phone to communicate with support personnel when the computer is locked down.

11. Student work will be saved if their device crashes during the exam.

12. Students using scratch paper during the assessment/exam, must tear up used scratch paper on camera before submitting. A photo/video may be sent to the proctor if student forgets to tear up scratch paper on camera.

13. Students should monitor their assessment uploads after they submit. The student should remain connected to the internet with Examplify open in the background until all files (including assessment, and proctoring video files) are uploaded. The student should confirm with the email receipt and dashboard confirmation.

ADDENDUM C: REMOTE/VIRTUAL PROCTOR FOR ASSESSMENT/EXAMINATION REVIEW SESSIONS

*Note remote exams and exam reviews are used only when a student has an accommodation for remote assessments through the Office of Accessibility Resources.

1. On the day of the Review, prior to joining the proctor's Zoom room, the student must complete the Remote Assessment Review Student Acknowledgement/Attestation online form. The Proctor will not release the Review without this form signed.

2. Student starts proctoring session with computer camera/screen share via Zoom.

3. Student and proctor join Zoom meeting (students should join via phone/tablet). Zoom meeting will be recorded.

4. Proctor shares the Examsoft pdf report via Onedrive through Outlook email.

5. As student reviews the Examsoft pdf report:
   a. Notetaking is not permitted
   b. No other websites/resources open except two tabs (one for Zoom and one for email to receive the review link from the Proctor)
   c. Students may not record question/answer content anywhere including in an email to the course director

6. At completion of review, the student will exit the Zoom.
7. The Proctor will delete the student review from OneDrive. The Proctor will end the Zoom after the last student is finished reviewing.