

Policy Name:	Examination Policy & Procedures
Original Approval Date:	07-15-22
Approving Officer/Committee:	Medical Curriculum Council
Revision Dates and Notes:	
Related LCME Element(s) (if any):	9.4 (Assessment System)

LSU Health Shreveport School of Medicine students have an obligation to uphold the ideals and values outlined in the Student Code of Conduct. We expect both teachers and learners of the medical school community to foster a learning environment that promotes and ensures the principles of honor, integrity, and professional responsibility.

A. Purpose

To define policies and guidelines for internal written exams and NBME Subject Examinations at LSUHSC-S School of Medicine.

B. Scope

This policy applies to all LSUHSC-S School of Medicine students

C. Definitions

In this policy, an examination includes all written summative experiences across the four-year medical school curriculum.

D. Policy and Procedure

a. Schedule of Examinations

Examination dates will be announced at the beginning of the module or clerkship. Beginning and ending times will be announced at least two days before the exam and will be strictly adhered to.

If a student wishes to reschedule an examination for a non-emergent reason, the student must petition the course/clerkship director and the Associate Dean for Student Affairs in writing at least two weeks in advance of the exam, stating the need for the requested rescheduling and a proposed alternate time for the exam. The associate dean and course/clerkship director will respond in writing, taking into consideration the reason for the proposed rescheduling, any history of prior requests, and the feasibility of rescheduling.

b. Attendance

Students are expected to attend examinations at their scheduled times. Unexcused missed examinations will result in a failure of the exam. Additionally, students who are late to the exam will not receive additional time to complete the exam. Being late for an exam is considered a violation of professional conduct and may affect the final course/clerkship grade at the discretion of the course/clerkship director. In the event

of an acute illness, death of a family member, or other crisis, students should contact the appropriate individuals prior to the start of the exam. Pre-clerkship students should contact the Course Director and the Pre-clerkship Coordinator. Clerkship students should contact the clerkship director and coordinator.

c. Personal Items

Students are permitted to bring the following personal items to an exam in the Testing Center:

- Fully charged laptops (no cases or sleeves).
- Pens or pencils.
- Earplugs
- A clear plastic water bottle (label removed). NO coffee, colored liquids, or other types of water bottles will be allowed.
- Light clothing such as sweaters, sweatshirts, and suit jackets may be worn in the testing room; however light clothing items removed for comfort must be hung on the examinee's chair not placed in laps or on the workstation desktop.

Other personal belongings or food (unless of an exception for medical or religious reasons) are not allowed in the Testing Center. These items include but are not limited to the following:

- Cell phones
- Wireless wearable technology including Fitbits, Apple watches, Air pods, or Noise-canceling headphones
- iPads/tablets/iPods/media devices
- Watches with alarms, paging devices, calculators, computer or memory capability
- Recording/filming devices
- Reference materials (book, notes, papers)
- Backpacks, briefcases, or purses
- Hats/caps
- Outerwear such as heavy coats, parkas, raincoats, etc.

Backpacks and other personal items should be stored in student lockers or vehicles. A locker may be obtained from Student Affairs. Storage of backpacks outside the testing center (under the table) or the library will NOT be allowed. These materials will be removed.

d. Permissible Absence from the Testing Room

Restroom Break. Examinees may be allowed to leave the testing room, one at a time, only for restroom breaks during an examination session. The student must hand his/her exam materials to a proctor before leaving the room. The length of time during which the student is out of the room should not exceed 10 minutes.

Students should sign out by writing their name on the dry-erase board near the exit and should erase their name when they return. Additional testing time will not be allotted for time taken during absence from the room.

Repeated or lengthy departures from the testing room will be reported in an incident report to the Course Director and to the NBME.

Permanent Withdrawal. If an examinee must withdraw permanently from the examination, the examinee's test is to be submitted via the testing software (NBME or ExamSoft), and the Course Director, Director for Academic Affairs, and Director for Student Affairs should be made aware of the incident. The Course Director will decide if the student will be allowed to retake the exam.

Early Dismissal. Examinees who finish early are permitted to leave the testing room. Exams must be closed and submitted, and the screen verified by a proctor. If a student is waiting for someone, they should arrange to meet in a designated area away from the testing center and adjacent hallways.

e. Examination Security

Proctors must be present during every examination. Proctors may be staff or faculty members who have been appropriately trained on NBME testing procedures.

The proctor has the authority and responsibility to ensure that the examination is conducted under standardized conditions for all examinees. The proctor is expected to handle all incidents that disturb or deviate from these conditions and document the incident(s) in a written report.

Disruptive Behavior. If the conduct of an examinee interferes with the testing conditions of other examinees and the examinee fails to respond to a warning, collect the examinee's belongings and escort the examinee from the testing room with the least amount of disturbance to the other examinees.

Irregular Behavior/NBME Exam Security Violations. Irregular behavior that occurs during an examination includes the following:

- Seeking, providing, or obtaining test content before, during, or after an exam. This includes test content recalled from memory, which can be shared or circulated on social media sites or circulated to others as written or electronic notes
- Taking photographs of test content, possessing notes during an exam, or leaving the testing center with exam content in any form.
- Failing to cooperate with investigations of security violations

If a proctor observes and/or is made aware of any of the prohibited behaviors, the following actions should be taken:

- Allow the examinee to continue the examination session.
- Confirm the observation with at least one other proctor.
- Confiscate pertinent materials.
- Prepare a report and return it to Student Affairs. Include the following information:
 - Time and duration of the incident.
 - Identity of all involved examinees by name (indicate whether all involved examinees were aware of the incident)
 - A diagram of the precise seating arrangements and spacing among those involved
 - Signatures of the proctors making the observation and date of the report.

f. Emergency Evacuation

The course director shall establish a plan for evacuating the testing room in the event of an emergency (e.g., fire, prolonged power failure). The plan shall include collecting and securing the test materials (if time and circumstances permit) and providing instructions to the examinees and proctors regarding exiting from and returning to the testing room. To ensure the security of the test materials, the proctor shall be the last to exit and the first to return to the testing room. To maintain the integrity of the examination, proctors shall monitor the examinees during the evacuation to minimize communication among the group.

In an emergency situation where illness or other unexpected occurrence prevents a student from sitting for an examination at the scheduled time, the course/clerkship director will consider the situation and decide on an appropriate course of action regarding the postponement of the exam.

E. Related Policies/Forms