



PROCEDURE FOR INSTITUTIONAL POLICY DO-05: STUDENT EXAMINATIONS

1. PURPOSE

The purpose of this procedure for Institutional Policy DO-05: Student Examinations is to provide a fair and secure exam environment for students.

2. APPLICABILITY

- 2.1 This procedure applies to all Year 1 and Year 2 course computer-based summative assessments. Faculty responsible for such assessments will define them in the syllabus for each course. The Clinical Evaluation Center (CEC) will set the procedures for administering the OSCEs, and the Office of National Boards will determine the procedures for administering the required qualifying exams as defined in Institutional Policy DO-14: Promotion Requirement National Board Exam - COMLEX and its associated procedure. Course directors will determine procedures for administering Clinical Skills and OPP practical examinations in consultation with the CEC, Associate Dean for Preclerkship Education, and appropriate Department Chairperson.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. GENERAL PROVISIONS FOR ON CAMPUS EXAMS

- 3.1 A representative from the Exam Center and Information Technology (IT) will be available during the time of each computer-based exam. A Head Proctor and/or faculty member may also be present.
- 3.2 Students will be notified of pre-exam procedures via email from the Exam Center.
- 3.3 On the day of the exam, each student must bring the WVSOM issued laptop, power supply, Ethernet connected adaptor, and other optional and/or approved devices to the exam venue at the time designated for the exam by the Course Director.
- 3.4 If a student requires a noise cancellation device, student-provided foam ear plugs are preferred. Only the headphones provided by the Exam Center are approved.
- 3.5 If a student experiences technical problems on the day of the exam, the Exam Center and/or IT department representative will attempt to address the issue prior to the start of the exam within a reasonable amount of time. The student will not lose any time from the exam because of any such delay. If the issue cannot be resolved, the student will be provided a loaner laptop or paper copy of the exam.
- 3.6 If students are provided a paper copy of the exam, answers may be submitted on a scantron sheet or the paper copy of the exam, at the discretion of the Associate Dean for Preclerkship Education. Once students have been provided a paper copy of the exam, they must finish the entire exam in that format and will be allowed the full exam time. Students who must take the exam on paper, unless the entire class does so, will be relocated to a different venue but all exam policies and procedures will apply.
- 3.7 Exam Security Measures
 - 3.7.1 Particular items are subject to the following restrictions. Any attempt to bring information or items not permitted into the exam venue will not be tolerated and may result in disciplinary action.
 - a. Headwear / Clothing
 - (i) No hats or caps with a bill may be worn and hoodies may not be in the raised position.

- (ii) Headbands are permitted but must not be continuously touched or adjusted.
 - (iii) Religious items such as head coverings, Rosary beads, Kabbalah bracelets, etc. may be permitted in the exam venue after being approved in advance by the Exam Center. Similar to any other clothing or jewelry, any religious items allowed to be worn in the exam venue must remain on the person at all times and must not be continuously touched or adjusted.
 - (iv) No wristwatches, including smart watches, can be worn.
 - (v) No sunglasses are permitted on the face or head.
- b. No electronic or wireless devices except for the computer and approved accessories may be brought into the exam venue.
- c. No personal items can be in the testing area. This includes keys, wallets, cell phones, backpacks, snacks, and beverages.
- 3.7.2 Computers must sit completely on the desktop for the entire exam; students are not permitted to hold the computer in their lap during the exam.
- 3.7.3 Students should not engage in behavior that might be construed as cheating. Such behavior includes, but is not limited to: placing the chair away from the desktop and computer in such a way that would allow observation of other students' computer screens, glancing from side to side often, and staring away from the student's computer screen for long periods of time.
- 3.7.4 All exams are monitored via audio and video means.
- 3.8 Upon entering the exam venue, the student will adhere to on-campus testing procedures as defined by the Exam Center. These may include, but are not limited to, seating location, access to testing supplies, and assessment access/testing protocols.
- 3.9 A representative from the Exam Center, or designee, will determine when the exam may begin.
 - 3.9.1 To start the exam:
 - a. the password will be displayed;
 - b. students are not to begin the exam until instructed to do so by the Exam Center representative, or designee; and
 - c. after being instructed to begin the exam, the student will enter the exam password in the appropriate box and start the assessment.
 - 3.9.2 Any student who arrives more than 5 minutes after the exam has started will not be permitted to enter the exam venue; that student must go to the Office of Preclerkship Education and receive instructions from the Associate Dean or designee. The Associate Dean or designee will seat the student in a manner which will not disturb other students. If the student does not have an excusable reason, no additional time will be allowed on the exam.
- 3.10 If a student experiences a technical or other issue after the exam has begun, the student will make the Exam Center representative/designee aware of the problem while not disturbing other students. If an issue occurs:
 - 3.10.1 Actions will be taken to resolve the issue in a reasonable amount of time. If the issue is resolved, the student will start/resume the exam and be allowed full time to complete the exam.
 - 3.10.2 If the issue cannot be resolved in a reasonable amount of time, the student will be given a paper copy of the exam and will be compensated for any time lost due to the issue.

- 3.10.3 Students who experience technical or other issues may be moved to a separate testing venue to continue the exam.
- 3.10.4 For any technical or other issue, the initial time in the student test log may be used to determine any extra time the student will be provided for the entire exam.
- 3.11 In extraordinary circumstances where a significant portion of the class experiences computer software or network issues, the Associate Dean for Preclerkship Education or designee may choose to reschedule the examination if rescheduling can be done with minimal disruption to course schedules. If rescheduling is not a viable option, they may require the entire class to take the exam using printed exams (with answers recorded either on scantron sheets or on the paper copy of the exam itself). In such a case, a paper exam will be distributed to each student and students will be provided the full amount of time allocated for the exam.
- 3.12 Exam Breaks
- 3.12.1 Break time allowed for an assessment and instructions on how to use the break time will be defined in the pre-exam procedures sent to students. The student may only leave the exam venue during a permitted break or at the end of the exam.
- 3.12.2 Students must stay in designated areas during breaks. Leaving the building is prohibited. The areas outside of the testing hall is monitored by video.
- 3.12.3 Students may not:
- talk to one another during breaks;
 - refer to notes or any other materials (electronic or otherwise) during breaks; or
 - use any electronic devices during breaks without approval of a proctor.
- 3.12.4 In the case of an emergent situation with a student (as with illness or a health issue), the student may be permitted to leave the exam venue before the exam is completed. This permission will be granted by the Exam Center personnel or designee.
- 3.13 After completing the exam, each student will:
- 3.13.1 Submit/upload their answer sheet; and
- 3.13.2 collect their permissible belongings from the seating area with a minimum of noise and distraction; have a proctor check that the upload has occurred; and leave the building.

4. ANATOMY LAB PRACTICAL EXAMINATIONS

- 4.1.1 Given the time constraints of anatomy lab practical exams, a student who arrives late may not be allowed to enter the venue. In that case, they will be referred directly to the Associate Dean for Preclerkship Education to determine appropriate next steps. any student who experiences computer issues during a practical examination will immediately be issued a paper copy of the test and allowed the appropriate time designated for the assessment.

5. EXAM ACCOMMODATIONS

- 5.1 Accommodations for examinations will be made in accordance with WVSOM's Health and Technical Standards and Institutional Policy ST-06: Academic Accommodations.
- 5.2 Students who are granted testing accommodations may be tested in an exam venue separate from the class in general, as designated by the chair of the Accommodations Committee in consultation with the Associate Dean for Preclerkship Education. These students will be subject to the same exam conditions as the class, unless otherwise noted.

6. OFF-CAMPUS EXAMINATIONS

- 6.1 Except under extreme circumstances, exams will be administered on-campus. In the event that course exams cannot be held on campus, students may be required to take their course exams in an alternate testing environment. Exam Center instructions and IT technical support will be provided via electronic communications should an alternate testing environment be required.

7. CLASS EXAM REVIEWS

- 7.1 One-time secure, proctored review of computer-based summative assessments including anatomy practical assessments will occur at a scheduled time defined by the Associate Dean for Preclerkship Education and the course director, ideally within 3 business days of the exam.
- 7.2 Students will be permitted to review only their incorrect items and the rationales for each of those items.
- 7.3 Final exams occurring immediately prior to a reassessment period may only be reviewed at a scheduled session on the first day of the scheduled reassessment period. No assessment can otherwise be reviewed during the remediation or reassessment periods.
- 7.4 Students may not record exam questions or answers in any way, or take any notes. All security measures described in Section 3.7 will apply to exam reviews.
- 7.5 There will be no testing center review sessions for formative assessments.

8. INDIVIDUAL EXAM REVIEW

- 8.1 One-on-one review with ASPIRE as part of a counseling session may be available at the discretion of a learning specialist. One-on-one review of practical assessments with an appropriate faculty member may also be available as part of an improvement plan
- 8.2 Individual exam review may not occur during reassessment or remediation periods defined in the academic calendar, unless otherwise determined by the Associate Dean for Preclerkship Education.
- 8.3 Students may not record any information related to exam questions during a review.

9. REPORTING EXAM VIOLATIONS

- 9.1 Any exam violation noted during Year 1 or 2 exams will be reported to the Associate Dean for Preclerkship Education and may be grounds for disciplinary action as defined in Institutional Policy DO-01: Academic and Professional Standards.
- 9.2 Students are obligated by Institutional Policy DO-01: Academic and Professional Standards to report any observed exam violations to the Associate Dean for Preclerkship Education.

Procedure Title: Procedure for Institutional Policy DO-05: Student Examinations

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APPROVED BY:

Approving Administrator – Vice President of Academic Affairs and Dean:

Linda Boyd, D.O. Date: 7/17/2025 | 4:01 PM EDT

General Counsel/Chief Legal Officer:

Brian Lutz Date: 7/21/2025 | 2:44 PM EDT

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