

Policy: Assessment Administration

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2015	June 2025	<ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee

POLICY STATEMENT

The Office of Medical Education follows standardized procedures for the administration of exams.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curricular management.

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course coordinators
Assistant Dean for Foundational Education
Office of Medical Education
Office of Assessment and Testing
Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2015

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): June 2025

Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT

- A. The Office of Assessment and Testing (OAT) within the Office of Medical Education (OME) is responsible for proctoring all major exams.
 - The OAT emails students detailed instructions for testing protocols before each exam.
 - At the end of internally generated exams, the OAT provides detailed coaching reports by discipline and learning objectives, and other tagging as specified by the course director.
 - NBME exams provide a Customized Examination Performance Profile for each student, which assesses the student's performance by subject compared to national averages.
- B. Students who are late for an examination are not allowed in the classroom and will subsequently take the examination later.
 - First instance of tardiness (unexcused absence): the student is scheduled for a makeup exam as soon as possible and will receive the appropriate score. Scheduling is done by OME.

- Repeated tardiness: a student who is late to an examination more than once without an excused absence will be allowed to retake the exam, but the maximum score allowed will be 72.
- C. Quizzes accounting for less than 10% of the grade may be administered via CanvasMed, and may be proctored by course coordinators and other OME staff.
- A Respondus lockdown browser is available if a secure environment is desired, whereby students cannot copy, print, access other applications, or visit other websites.
- The course coordinator retrieves the item analysis from CanvasMed.
- D. This process is monitored by the Assistant Dean for Foundational Education, who reports violations to the Foundational Education Subcommittee for review and development of an action plan.