



## Protocols and Standards for Assessments in the Preclerkship and Clerkship Phases

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<b>Category:</b>	3-Assessment and Evaluation
<b>Curriculum Phase:</b>	All Phases
<b>Author/Authoring Body:</b>	Curricular Affairs
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### Summary

This policy establishes the protocols and standards for students in the Preclerkship Phase who will use the ExamSoft examination system for graded and non-graded assessments, and for students in the Clerkship Phase who will use the online National Board of Medical Examiners (NBME) shelf examination system and the ExamSoft examination system (during Intersessions) for graded and non-graded assessments. This policy is in place to ensure that students have efficient, fair, and positive experiences on assessment days.

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### Applicability & Scope

This policy applies to all medical students in the Preclerkship and Clerkship Phases of the medical education program.

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### Definitions

**ExamSoft** – The electronic exam system used by the University of Arizona College of Medicine – Tucson (COM-T) as of academic year 2014–15

**Exemplify** – The software provided by ExamSoft that is loaded onto student devices

**Shelf exam** – End of core clerkship examination

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### Policy Statement

#### I. Preclerkship Phase

##### A. Applicable to All Activities

- 1) Electronic testing software (SofTest) must be pre-loaded and registered on the student's preferred testing device (iPad or laptop).

- 2) The student must come prepared **with session files already downloaded** on their preferred testing device. **The student must download all available session files.**
- 3) The testing device must be fully charged before activity. The student must bring the device charger.
- 4) Coats, large/oversize/bulky jackets, and hats must be removed before entering the room. Headgear will only be allowed for religious purposes.
- 5) Glasses that obscure the eyes are not permitted to be worn in the classroom.

**B. Exams, Midterms, and Quizzes**

- 1) If the student's testing device is not working, the student will need to go to the COM-ITS Service Desk located in the Health Sciences Library prior to the assessment activity to get it fixed or to receive a loaner laptop for the assessment (first-come, first-served basis).
- 2) Exams must be taken in the assigned room unless, at least 2 weeks before, approval is obtained and arrangements are made with the block director.
- 3) There is no assigned seating. However, **no more than three students are permitted to sit at each table**, and no more than **two students can be seated on one side** of the table. If two are seated on the same side of the table, the students must sit as close as possible to the opposite corners of the table.
- 4) The student must be in their seat, with the testing device turned on, setup, and ready to start by the designated exam time. As soon as the student is seated in the exam room, they must launch the exam, navigate to the "Begin Screen," and wait for instruction from the proctor (exam password) indicating that it is okay to begin.
- 5) Students arriving 30 minutes or later from the start time of an exam will not be granted entrance to the exam and will be required to submit an absence request through the process identified in the [Attendance and Absence Policy](#).
- 6) Late arrivals will result in a 10% professionalism grade reduction, at the discretion of the block director. No additional time to complete the exam will be allotted for students arriving prior to 30 minutes late.
- 7) The student may only have their CatCard, approved exam-taking device, device charger, ear plugs, or COM-T-supplied headphones, pen/pencil, and a water-tight beverage container. The student must leave bags, electronic devices, purses, backpacks, notes, paper, and other belongings in lockers or at the front of the classroom. **Cell phones are strictly prohibited.** If the student is discovered with a cell phone, the student will be escorted out of the room and receive a zero for that assessment. Should the student require an exception for emergency purposes, the student should speak directly with the block director prior to the day of the examination.
- 8) Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in their possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
- 9) No talking is allowed during the exam. No questions will be allowed during exams unless there is an electronic malfunction or a defect in the exam itself.
- 10) Students are permitted to use the restroom during the assessment and will be escorted one at a time to the restroom. The student will sign out of the exam room. All materials

must be left at the student's seat. The student will need to bring their CatCard for classroom reentry.

- 11) **The student must upload the exam file prior to leaving the classroom.** The student must keep their device out to show the green upload confirmation screen to the proctor in the hallway and must sign out on the sign-out sheet with identification by showing their CatCard. If a student leaves the classroom without uploading their exam file for any reason, the student will receive a zero for the assessment.
- 12) The student may not reenter the classroom after finishing the assessment.

### **C. Team Learning (TL) Sessions**

- 1) The student must be in their seat, with the testing device turned on, set up, and ready to start by the designated session time. As soon as the student enters the classroom, the student should launch the iRAT, navigate to the "Begin Screen," and wait for instruction from the proctor (for the password) indicating that it is okay to begin.
- 2) All personal belongings should be removed from the table. Cell phones must be put away.
- 3) Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in their possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
- 4) After the iRAT and gRAT have been completed by all students, students are permitted to open their note-taking electronic devices or use notebook paper and take notes for the rest of the session. Students are not permitted to use these devices to record the iRAT and gRAT questions. Any student recording iRAT and gRAT questions, whether for their own use or with the intent to share with other students, will be in violation of the honor code and may be dismissed from their medical education program.
- 5) No talking is permitted during individual activities.
- 6) The student must save and exit the iRAT upon completion or at the direction of the facilitator, whichever occurs first. The student must upload their iRAT quiz prior to leaving class to receive credit. If a student leaves the classroom without uploading their answer file for any reason, the student will receive a zero for that activity.
  - a) For GROUP ACTIVITIES (gRAT) – The group must elect ONE group member who will complete and upload the activity on behalf of the group that day. The designated group member will be responsible for saving and uploading the gRAT results file. It is the responsibility of the group to see the green upload confirmation screen and ensure that the result file has been uploaded. Under no circumstances should more than one group member submit a result set. Doing so will result in a score of zero for the activity for all members of the TL group.
  - b) ALL other TL group members who are not designated as the responsible party for saving and uploading the gRAT result file must reverse download their blank, unused files to ExamSoft. This will then remove the file from their devices.
    1. [Please click here for reverse download instructions.](#)
- 7) If a student arrives late to a graded activity, the student may lose credit in both Professionalism and Medical Knowledge grades.

- 8) If a student arrives after the iRAT is collected during a TL session, the student will receive a zero on that assignment. If a student arrives after the gRAT is collected, the student will receive a zero for both the iRAT and gRAT assignments.

#### **D. Self-Assessments and Practice Exams**

- 1) Self-assessments and practice exams are administered through the ExamSoft system and available for download on a varied schedule, at the discretion of the block director. These assessments are optional and do not affect the final grade.
- 2) Self-assessments and practice exams are unsecured and vary in the number of times students can access them for retakes, at the discretion of the block director.

## **II. Clerkship Phase**

### **A. NBME Shelf Exam**

- 1) All clerkships administer the NBME Shelf Exam (electronic) on the last day of each rotation to all students as a group to ensure uniform testing procedures and conditions.
- 2) Coordinators from each clerkship will be present to proctor.
- 3) The time allotted for the exam is 2 hours and 30 minutes except for the Medicine exam which is 2 hours and 45 minutes.
- 4) Each student will take the electronic shelf exam using their laptop. It must be fully charged before activity and the student must bring the device charger.
- 5) No programs or software can be opened or accessed during the assessment period.
- 6) Prior to test day an email will be sent to students with instructions to run an exam compatibility check (URL is <http://wbt.nbme.org/exam>). Please see the clerkship manual for details regarding the procedure.
- 7) Students should consult with the COM-ITS Help Desk (520-626-8721 or <https://comhelp.arizona.edu/>) should technical assistance be required.
- 8) Students should arrive no later than 30 minutes prior to the start of the exam.
- 9) If a restroom break is needed during the examination, click the Pause button at the bottom of your screen. A screen saver will appear. However, this pause does not stop the timer for the exam. Students will be escorted one at a time to the restroom.
- 10) If the screen freezes, raise your hand and a proctor will assist you.
- 11) Students will be provided with scratch paper to make notes or calculations once the exam begins. These will be collected at the end of the examination session.
- 12) Before the exam begins, students should be sure no unauthorized personal items and/or devices are in the testing room. These items include but are not limited to the following:
  - a) Cell phones
  - b) iPads/tablets
  - c) Watches with alarms, computer, or memory capability
  - d) Calculators
  - e) Paging devices
  - f) Recording/filming devices
  - g) Reference materials (book, notes, papers)
  - h) Backpacks, briefcases, or luggage
  - i) Beverages or food of any type
  - j) Coats, outer jackets, or headwear

## **B. System Requirements for Laptops**

- 1) For the most current guidelines, refer to the [clerkship manual](#).

## **C. ExamSoft**

- 1) Electronic testing software (SofTest) must be pre-loaded and registered on the student's preferred testing device (iPad or laptop).
- 2) The student must come prepared with session files already downloaded on their preferred testing device. The student must download all available session files.
- 3) The testing device must be fully charged before activity. The student must bring the device charger.
- 4) No programs or software can be opened or accessed during the assessment period.
- 5) Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in their possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
- 6) Coats, large/oversize/bulky jackets, and hats must be removed before entering the room. Head gear will only be allowed for religious purposes. Glasses that obscure the eyes are not permitted to be worn in the classroom.

## **D. Exams and Quizzes**

- 1) If the student's testing device is not working, the student will need to go to the COM-ITS Help Desk located in the Health Sciences Library prior to the assessment activity to get it fixed or to receive a loaner laptop for the assessment (first-come, first-served basis).
- 2) Exams must be taken in the assigned room.
- 3) There is no assigned seating. However, no more than three students are permitted to sit at each table, and no more than two students can be seated on one side of the table. If two are seated on the same side of the table, the students must sit at the opposite corners of the table.
- 4) The student must be in their seat, with the testing device turned on, set up, and ready to start by the designated exam time. As soon as the student is seated in the exam room, they must launch the exam, navigate to the "Begin Screen," and wait for instruction from the proctor (exam password) indicating that it is okay to begin.
- 5) Late arrivals will result in a 10% professionalism grade reduction, at the discretion of the block director. No additional time to complete the exam will be allotted. Late arrivals will be granted entrance until 50% of the allotted test administration time has elapsed. Absences are dealt with as described in the [Attendance and Absence Policy](#).
- 6) The student may only have their CatCard, device charger, iPad case, ear plugs, pen/pencil, and a water-tight beverage container. The student must leave bags, electronic devices, purses, backpacks, notes, paper, or anything else in lockers or at the front of the classroom. Cell phones are strictly prohibited. If the student is discovered using a cell phone, the student will be escorted out of the room and receive a zero for that assessment. Should the student require an exception, the student should speak directly with the block director prior to the day of the examination.
- 7) Students are permitted to use the restroom during the assessment. All materials must be left at the student's seat. The student will need to bring their CatCard for classroom reentry.

- 8) The student must upload the exam file prior to leaving the classroom. After seeing the green upload confirmation screen, the student will put their device away and check out with the proctor in the hallway by showing their CatCard. The proctor will confirm that the exam has uploaded successfully. If a student leaves the exam area without uploading their exam file for any reason, the student will receive a zero for the assessment.
- 9) The student may not reenter the classroom after finishing the assessment.

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## Procedures

None

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## Related Information

### Policies

- [COM-T Policy 2-101: Attendance and Absence Policy](#)

### Websites

- [Curriculum Resources \(includes Student Manuals\)](#)

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## Revision History

**9/25/2024:** The Tucson Educational Policy Committee approved moving the Protocols and Standards for Preclerkship Electronic Exams and Delivery of Clerkship Exams to standalone policy document.

**3/22/2023:** The Tucson Educational Policy Committee approved revisions to the policy.

**10/13/2021:** Revisions to Protocols and Standards for Preclerkship Electronic Exams.

**2/21/2018:** Revisions to Protocols and Standards for Preclerkship Electronic Exams.

**12/3/2014:** Approval of Protocols and Standards for Delivery of Clerkship Exams.

**7/2/2014:** Approval of Protocols and Standards for Preclerkship Electronic Exams.