

Max Rady College of Medicine - UGME Policy

Policy Name:	Examination Conduct
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	
Review Date:	February 2021
Revised (Date):	February 2016
Approved By:	Senate, January 4, 2017

1. **PURPOSE**

To provide a specific process to ensure that all examinations are administered in an organized, fair and equitable manner for UGME students in accordance with University of Manitoba Final Examinations and Final Grades Policy and related Procedures.

2. **DEFINITIONS**

- 2.1 Course/Module – course/module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.2 Midterm Examination - A summative examination normally conducted at the approximate midpoint of a course/module. No rounding of scores will take place.
- 2.3 Final Examination – A summative examination at the end of a Pre-Clerkship course/module. No rounding of scores will take place.
- 2.4 National Board of Medical Examiners (NBME) – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal medicine, Obstetrics/Gynecology, Pediatrics, Family Medicine, and Psychiatry rotations at the Clerkship level of the UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.5 Objective Structured Clinical Examination (OSCE-type) – Is an examination used to assess the clinical skills of students. For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.6 Comprehensive Clinical Exam (CCE) – Is an OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.7 Communication Devices - Electronic devices with memory capability, cell phones, pagers, calculators, laptop computers, watches with alarms and with computer or memory capability.

- 2.8 Reference Materials – Books, notes, papers.
- 2.9 Track Staff – Individuals who oversee the running of the OSCE-type Examination for a specific group of students.

3. **POLICY STATEMENTS**

GENERAL

- 3.1 All examination content is confidential to UGME Faculty and Administrative Staff. Any transmission of examination information, electronically, in writing or verbally, is expressly prohibited without prior consent of the Associate Dean, UGME. When developing, authoring, and editing exam materials and questions, proper precautions and preventative measures should be taken to ensure that the examination materials are always properly labelled and protected.
- 3.2 Students are not permitted to procure, use, attempt to use or distribute any improper or unauthorized materials related to examinations including exam passwords. Any intentional attempt to disable or tamper with preclerkship exams security features will be considered a form of academic misconduct as defined in the Academic Calendar
- 3.3 The following items will not be permitted in the seating area of examination room:
- Communication devices
 - Backpacks, briefcases, luggage, coats, or brimmed hats
 - Beverages or food of any type, except for water in a clear covered container
 - Reference materials
- 3.4 Students are required to arrive for all examinations at the stated time.
- 3.5 Lateness (up to 30 minutes) will generally be accommodated for Course/Module or clerkship exams. No extra time will be given for students who arrive late.
- 3.6 Lateness will not be accommodated for OSCE-type examinations.
- 3.7 No form of communication among students is permitted during an examination.
- 3.8 Each student will be escorted, one at a time, on all personal breaks taken during the examination.
- 3.9 A student who does not attend a scheduled examination, in the absence of approved deferral, will receive a mark of 0% for that examination.
- 3.10 Any student with stated accessibility needs will be accommodated in accordance with the University of Manitoba Accessibility Policy and the Student Accessibility Procedures.

PRE-CLERKSHIP

- 3.11 The time allotted for an examination will be based on the volume of information to be tested, but will be a minimum of one hour in length.
- 3.12 All summative examinations will be conducted utilizing the Examination Management System. In order to be eligible to take a computer exam, a student must adhere to procedures outlined in this policy.

CLERKSHIP

3.13 Clerkship exams will be 2.15 to 2.45 hours in length unless there are specifically prescribed accommodations requiring a longer examination period.

4. **PROCEDURES**

5. **REFERENCES**

- 5.1 “*Chief Proctor’s Manual, National Board of Medical Examiners Subject Examination Program, Clinical Science Examinations.*” United States of America. 2010.
- 5.2 University of Manitoba Governing Documents: Academic – Academic Examination Regulations.
- 5.3 UGME Policy & Procedures - Invigilation of Examinations.
- 5.4 UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities.
- 5.5 UGME Policy & Procedures - Deferred Examination.
- 5.6 UGME Policy & Procedures - Supplemental Examination
- 5.7 UGME Policy & Procedures - Examination Results.
- 5.8 UGME Policy & Procedures – Formative Assessment.
- 5.9 UGME Policy & Procedures – Promotion and Failure.
- 5.10 University of Manitoba- Final Examination and Final Grades Policy
- 5.11 University of Manitoba- Deferred and Supplemental Examinations Procedures
- 5.12 University of Manitoba- Final Examinations Procedures
- 5.13 University of Manitoba- Final Grades Procedures

6. **POLICY CONTACT**

Director, Evaluation

STANDARD WORK

EXAMSOFT EXAMINATION MANAGEMENT SYSTEM

It is the responsibility of the students to familiarize themselves with their equipment, the Softest software and instructions provided on the Examsoft website prior to the start of examination. Ensure sufficient time to become familiar with your personal computer and the application.

- Pre-Clerkship students must register with ExamSoft at the UGME ExamSoft portal as follows:
 - Log in using your Student ID# and password provided at registration

- Download/Install SofTest.
 - Restart SofTest. Once registered, students will receive a confirmation email at their University of Manitoba email address.
 - Complete a Trial/Test Exam. On completion of the familiarization training during Orientation Week, all students will complete and submit a trial/test exam to provide computer functionality and outline the capabilities of the SofTest system.
- Prior to all scheduled exams students must ensure the following:
 - SofTest is registered and updated prior to all exam(s). SofTest may be installed on multiple devices for use as a backup. Exam files should only be downloaded to the computer you intend to use on exam day.
 - Ensure that the computer meets the specifications outlined on the ExamSoft portal to support SofTest.
 - Once SofTest is installed and registered, students shall familiarize themselves with the software by utilizing the built-in Practice Exam feature.
 - Ensure that the computer's battery is charged.
 - Disable the sleep/hibernate mode on your computer during the exam. Some computers go into sleep/hibernate mode during extended periods of nonuse. During an exam, it can be difficult to exit this mode. Refer to the instructions for your operating system to modify these settings.
- For days on which an examination is scheduled:
 - Students should bring their WIFI-enabled laptop with fully charged battery, power cord, Bannatyne Campus Login and Password (to access the uofm-WPA wireless network), Student number, and ExamSoft password.
 - Immediately before SofTest launches an exam, students will be provided with a warning screen indicating that you should not begin the exam until instructed to do so.
 - Technical support will be onsite to assist with troubleshooting as required.
 - During the exam, use care when highlighting and deleting.
 - Once you are finished your exam, save and exit the exam. Computers will seek to acquire a wireless signal. Do not leave the exam room until you have uploaded your exam and you receive a message stating "Your exam has been successfully uploaded." Failure to upload your exam before leaving the exam room may result in your exam not being graded.
 - When writing multiple exams in one sitting they must be completed before you leave. If you exit the exam area before uploading all exams, you cannot re-enter and complete the missing component. Any exams not uploaded before exiting the writing area are scored at 0.

NATIONAL BOARD OF MEDICAL EXAMINERS (NBME) EXAMINATIONS

- Students are required to provide their own writing materials.
- The doors of the examination room will normally be opened at least fifteen (15) minutes before the starting time.
- As students enter the examination room, attendance will be taken.
- The invigilator will announce the start of the examination and record it for all students to see.
- Late-arriving students must enter the room quietly.
- Students are not permitted to leave the examination room until thirty (30) minutes after the examination has begun, and in no case before the attendance has been taken.

- A student who leaves before the examination is over must hand in all completed and attempted work.
- A student needing to speak to the invigilator must do so by raising his or her hand or by approaching the invigilator.
- Questions concerning possible errors, ambiguities, or omissions in the examination must be documented on the feedback form if provided.
- The invigilator(s) will not provide clarification of perceived errors, ambiguities or omissions in the examination.
- All work must be done in accordance with the examination instructions.
- The invigilator will announce “Ten (10) minutes remaining” as appropriate within the examination.
- After the ‘Ten (10) minutes remaining’ announcement has been made, students in the examination room must remain seated until the ‘end of examination’ announcement has been made.
- At the end of the examination, students must stop writing and return required examination materials to the invigilator(s).
- At the completion of each examination, students are urged to complete a feedback sheet. This is done after examination materials are collected. Ten (10) minutes will be given for students to write comments.
- Guidance, direction and procedures contained within the NBME Chief Proctor’s Manual will supersede any policy and procedures within this or other supporting instruments.

OBJECTIVE STRUCTURED CLINICAL EXAMINATIONS (OSCE) TYPE EXAMINATIONS

- Students must arrive for the orientation session as specified in communication from the Assistant to Administrators, Evaluation.
- All communication devices must be deposited with track staff prior to the start of the examination.
- Students are required to provide their own writing materials, lab coats, nametags and specified medical equipment as required to support the examination.
- Track staff will inform students where they must place books, notes, and supporting materials prior to the examination
- Food and drink is not permitted at any time.
- Students who arrive late will not be permitted to conduct the examination.
- Students must proceed from station-to-station as instructed.
- Students needing to speak to the track staff must do so by raising his or her hand.
- Neither examiner(s) nor track staff will provide clarification of perceived errors, ambiguities or omissions on examination case scenarios.
- All work must be done in accordance with the examination instructions