Max Rady College of Medicine
Undergraduate Medical Education
Policy

Policy Name:	Computer Policy
Application/ Scope:	Undergraduate Medical Education Students
Approved (Date):	January 2017
Review Date:	February 2021
Revised (Date):	May 2020
Approved By:	UGME Management Committee College Executive Council Senate

1.   PURPOSE

The Max Rady College of Medicine has integrated the use of online examinations for all aspects of Undergraduate Medical Education (UGME) Final and Midterm Examinations. It is expected that UGME students will have their own laptop computer to use during examinations. This policy will ensure students have the most current requirements resulting in system compatibility and reduction of errors.

2.   DEFINITIONS

2.1   **National Board of Medical Examiners (NBME) Exam –** A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program. For students who write their NBME exam prior to May 19, 2020, attaining a mark at the 11th percentile or higher is considered a pass. For students who write their NBME exams on May 19, 2020 and thereafter, the NBME will recommend a pass mark as an equated percent correct score, and the UGME Program will determine the pass mark every September, based on this recommendation.

2.2   **ExamSoft** – An examination management system adopted by the Max Rady College of Medicine**,** which enables students to conduct exams on a personal computer while locking out all other programs and internet access. This system also provides discrete and precise feedback on student results and performance across a range of categories linked to the curriculum.

2.3   **Examplify** – The application downloaded to a student's computer that interfaces with ExamSoft.

2.4   **ExamSoft Password** - A student's personal ExamSoft password is created by ExamSoft. It is used to access Examplify and the ExamSoft secure website.

2.5   **Exam Password** - A password assigned to open a specific exam in Examplify. All Students will use the same Exam Password when accessing the same exam in Examplify. Students will be given the password at the beginning of their exam.

2.6   **Chief Invigilator (CI)** – The person responsible for the administration of the examination who ensures strict compliance with UGME examination policies and procedures and/or NBME testing regulations.

2.7   **Chief Proctor** – The Chief Proctor is deemed equivalent to the Chief Invigilator as established by the University of Manitoba Registrar's Office. The term "Chief Proctor" may be used interchangeably with and means "Chief Invigilator" or "Invigilator in Charge".

3.   POLICY STATEMENTS

GENERAL

3.1   All Med I and Med II summative examinations will be conducted utilizing the Pre-clerkship Examination System.

3.2   Med III and Med IV students will be tested using the Clerkship Examination System at the end of each clinical rotation.

3.3   Any attempt to begin exam early, disable or tamper with security features will be considered a violation of the integrity of the exam.

3.4   This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4.   PROCEDURES

RESPONSIBILITY OF A STUDENT

4.1   Review Computer Policy Standard Work (Appendix 1).

4.2   Review Pre-Exam Notification before every exam (Appendix 2)

5.   REFERENCES

UGME – Examination Conduct Policy

University of Manitoba – Use of Computer Facilities Policy

6.   POLICY CONTACT

Please contact Business Manager, UGME with questions respecting this policy.

Appendix 1: Computer Policy Standard Work

Prior to your exams, you will need to ensure that you are familiar with the Examination Policy

COMPUTER REQUIREMENTS

Before purchasing a new computer/hardware or updating your operating system please refer to the following:

- For the latest information regarding computer system requirements it is mandatory that you visit the ExamSoft Website at https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements.

- For the latest information regarding computer system requirements it is mandatory that you visit the NBME Website at http://www.nbme.org/system-requirements/2.html.

TECHNICAL SUPPORT

UGME staff will not provide technical support for Examplify or computer issues during an exam but issues must be presented to the invigilator for record. Problems with computers are not the responsibility of the Max Rady College of Medicine Faculty or Support Staff. Problems with Examplify software need to be addressed by ExamSoft. Problems with your computer must be addressed by your computer vendor/manufacturer/provider. Any of the above issues need to be communicated to the Chief Invigilator for recording purposes.

Should there be an unexpected failure with the student's computer, UGME does have a small number of computers that can be provided in an emergency. These computers are provided on a first-come, first-served basis and students should not assume that one will be available should it be required.

EXAMPLIFY SUPPORT
For the most recent information regarding Examplify support from ExamSoft, please visit their website at https://www.examsoft.com.
Telephone: 1-866-429-8889
Email: support@examsoft.com

NBME SUPPORT
For the most recent information regarding NBME support, please visit their website at https://nsas.nbme.org/home
Email: assessmentservices@nbme.org

PRE-CLERKSHIP:

EXAMSOFT EXAMINATION MANAGEMENT SYSTEM

It is the responsibility of the students to familiarize themselves with their equipment, the Examplify 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 number and password provided at registration
  - Download/Install Examplify.
  - Restart Examplify. 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 Examplify system.

- Prior to all scheduled exams students must ensure the following:
  - Examplify is registered and updated prior to all exam(s). Examplify 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 Examplify. ExamSoft advises students to utilize mock exams periodically to optimize their testing environments and to adjust their device that they see best fits their preferences.
  - Touch screens should be disabled so only the external mouse or trackpad has mouse priority.
  - Once Examplify 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
  - Download the assigned exam. When writing multiple exams, make sure all exams are downloaded prior to the start of the exam.

- 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 secure UofM –WPA wireless network), student card and ExamSoft password.
  - Immediately before Examplify launches an exam, students will be provided with a warning screen indicating that you should not begin the exam until instructed to do so.
  - Read the Pre-Exam Notification that appears before the start of the exam. This may contain information pertinent to the examination.
  - During the exam, use care when highlighting and deleting.
  - Once you are finished your exam, check your answers, 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.

CLERKSHIP:

EXAM DAY PREPARATION FOR NBME

- Computer labs will have setup stations already configured for NBME.
- Use the instructions that will be provided to you on exam day to download exam.
- The exam is self-timed and will end when you end the exam or the amount of time in the exam expires. A web based exam typically includes an optional tutorial, the exam section(s) and an optional untimed post-test survey
- You will be prompted to read and accept the "Secure Browser Security Notice" to proceed to the Secure Browser download instructions page.

Appendix 2: Pre-Exam Notification

Today, you are writing Class 20XX xxxxxxx Midterm/Final

This exam is XX hours long, and has XX multiple choice questions. Please download the exam/s before sign-in. Extra time is not allowed once the exam begins to do this.

The only paper allowed is the scrap paper received at check-in. If there are additional handouts, please do not write on them, returning to invigilators at the end of the exam.

If you are using a laptop with a touchscreen function, please make sure you double check your answers before submitting the exam or disable this function.

Pencil cases, other pouches, and containers are discouraged. **Simple calculators are allowed** (no internet functioning, no Apple watches, etc.).   Please show your calculator to an invigilator before proceeding to your seat. The ExamSoft calculator is enabled as well.

Hats, headphones or ear buds are not allowed. Ear plugs are allowed – please show them to an invigilator before using. No cell phones, or other electronic devices are permitted when writing the exam. Time is displayed on the overhead screen after the exam begins. You can also use the time reminder within the Examplify system.

Optional: you may provide comments and feedback on questions at the bottom of each question. No extra time is given for this, so make sure you manage your time accordingly. These comments are provided to the course leader after each exam.

In accordance with the Examination Conduct policy, no student may enter the examination after the first half hour. Depending on how many students remain with ten minutes left, invigilators will decide if those who are done can leave before the official end of the exam.

In order to maintain a quiet environment for all students, when you have finished the exam, please quietly leave the immediate area outside of the space.

When you have completed the exam, please display the confirmation screen of your exam upload to an invigilator before leaving. If there is an issue with your computer, please contact an invigilator for assistance.