

<b>NEOMED ACADEMIC POLICY</b>	Policy No: 3349-AC-404
ACADEMIC POLICY TITLE: COM - Administration of Examinations at Remote Sites	EFFECTIVE DATE: 08/01/2018
RESPONSIBLE DEPARTMENT: Office of the Dean and Medical Education, College of Medicine	Approval Authority: Senior Associate Dean of Academic Affairs Responsible Office: Office of the Dean and Medical Education, College of Medicine

**(A) PURPOSE**

To establish a Policy to specify the conditions under which required written examinations administered to medical students, M1 through M4, on the Rootstown campus may be administered at remote sites.

**(B) SCOPE**

This Policy applies to all credit-bearing courses that are contained in the College of Medicine Curriculum, M1 through M4 years. It does not apply to any pre-matriculation courses or offerings and does not apply to co-curricular activities at any level. This Policy also does not apply to laboratory practical examinations or clinical skills assessments. This Policy does not supersede the guidelines specified in the *NEOMED Compass*, Academic Policies, Examination Guidelines and Procedures.

**(C) DEFINITIONS**

- (1) **Credit-bearing course:** A course offering by the College of Medicine in which a student is enrolled, the course appears on the student’s official transcript with either contact hours or credit-bearing acknowledgement, and a grade is assigned.
- (2) **Distant Training Sites (or Remote Training Sites):** For the purpose of this Policy, distant training sites are determined to be such based on the physical distance from the NEOMED Rootstown campus. Such sites include those located more than 40 miles from Rootstown, and includes the Columbus area teaching sites, Toledo area teaching sites and Cleveland-area teaching sites.<sup>1</sup>
- (3) **Written Examinations:** Those examinations that are considered to be formative assessments or summative and a component of student’ course grades and are administered on the Rootstown campus via computer or paper and pencil,

<sup>1</sup> At the time of original approval of this policy, the only recognized remote teaching site for the M1 and M2 curriculum is the NEOMED facility located at Cleveland State University.

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hereafter referred to as “written examination,” with some exceptions for report administration. This Policy specifies those exceptions.

**(D) POLICY STATEMENT**

- (1) Student permission to complete written examinations at a location other than the Rootstown campus, both those developed by NEOMED as well as standardized examinations, will be determined on a course-by-course basis, in compliance with this Policy and those specified in the *NEOMED Compass*.
- (2) All decisions regarding allowing students to take or courses to administer examinations at a location other than the Rootstown campus is under the purview of the Curriculum Management and Assessment Committee (CMAC).
- (3) Course directors are the primary authority with respect to how this Policy is applied to individual students in a course.
- (4) Application to M1 and M2 Courses
  - (a) Course directors must specify the nature and frequency of any remote examination administration at the time of course approval.
  - (b) At the discretion of M1 and M2 course directors, paper and pencil quizzes may be administered to students who are approved to participate in delivery of any portion of the curriculum via Videoconference.
    - (i) The conditions for approved administration at a remote testing site will parallel those established for administration to the Rootstown-based cohort.
    - (ii) Deliberate Practice and Development (DPD) course: M2 students who are eligible to retake a failed National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination, as

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part of the DPD course may retake the examination at a Prometric testing center after obtaining permission from the course directors.

- (a) The DPD course directors, in compliance with the Committee on Academic and Professional Progress Phase 2 (CAPP 2) guidance, will specify the conditions under which the written examination may be taken.
  - (b) The College of Medicine will make arrangements with NBME for a scheduling permit to be sent to the student(s) who are approved for testing at a Prometric testing center. No fewer than twenty-eight (28) days lead time is necessary to order an examination.
  - (c) The student is responsible for contacting the designated Prometric testing center in the specified community to secure a seat for the examination on the designated date.
    - (i) Once a student requests, is granted permission to and commits to taking an examination at a Prometric testing center, it is a final and binding decision.
  - (d) The additional cost of examination administration at a Prometric testing center will be the responsibility of the student.
- (5) Application to M3 Courses
- (a) Clerkships
    - (i) Eligible students: Students assigned to Clerkship teaching sites in Columbus and Toledo are eligible to be considered for remote administration of eligible clerkship-related NBME subject

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examinations, including remediation examinations, at designated Prometric testing centers.

- (ii) Testing location: NEOMED will determine the Prometric testing centers that must be used by students for remote administration of NBME subject examinations.
- (iii) Testing window: NEOMED will determine testing windows to coincide with examination administrations on the Rootstown campus.
- (iv) Examination scheduling: Eligible students will be contacted by course administration regarding their interest in remote testing.
  - (a) Students who respond by the deadline will be considered for remote examination administration.
  - (b) Examination administration is available on a space-available basis at the individual Prometric testing centers.
    - (i) If the number of students requesting remote administration exceeds the number of seats available at the Prometric testing center, students will be selected randomly to test remotely; other students will be expected to test in Rootstown.
  - (c) The College of Medicine will make arrangements with NBME for a scheduling permit to be sent to the students expressing interest in testing at a Prometric testing center. No fewer than twenty-eight (28) days lead time is necessary to order an examination.

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- (d) The student is responsible for contacting the designated Prometric testing center in the specified community to secure a seat for the examination on the designated date.
- (e) Once a student commits to taking an examination at a Prometric testing center, it is a final and binding one.
  - (i) Testing accommodations: All reasonable attempts will be made to ensure that disability accommodations approved by the NEOMED Student Accessibility Services Committee will be available at the remote testing location.
  - (ii) The cost of examination administration at a Prometric testing center will be the responsibility of NEOMED.
    - (A) Students who request remote administration of the examination and fail to take the examination will be responsible for all related costs.
- (b) This policy does not apply to other M3 courses.