Remote Testing		**SOP #: AA.023.01**
Effective Date	5.26.2020	
Last Revision/Review	7/13/2023	

1. Purpose

The remote testing process has been established to protect the security and integrity of remote exams delivered to OMS I and OMS II students. Upon approval from Student Affairs, students may be allowed to take an exam in a non-campus location and proctored via camera the entire length of each exam.

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook; Exam Procedures, Section 30

3. Faculty/Staff Responsibilities

Assistant Dean of Curriculum Effectiveness & Evaluation ; Testing Center personnel

4. Definitions/Abbreviations

Examplify – the application used for taking exams constructed using the ExamSoft testing platform.

ExamID – software that will validate a student prior to taking an exam.

ExamMonitor – software that will proctor assessments.

5. Procedural Steps

1. **Before Exam Day:**
   a. ExamID and ExamMonitor will be set up on each student's laptop.
   b. Students will receive an e-mail communicating the date and time of the exam and outline the standard procedure of exam download and test day practices.
   c. Students must download the exam as directed by the download email and contact IT for any issues preventing the download of the exam, before the administration of the exam.
   d. It is the student's responsibility to ensure the Examplify program is updated. (Check for Examplify updates prior to downloading each exam).

2. **Exam Day:**
   a. Students are allowed a clear beverage container, a laptop, power supply, mouse, mouse pad, one piece of scratch paper, writing utensil, and noise muffling earphones or ear plugs.
   b. Students are not permitted to possess a cell phone during the exam, unless the student needs to contact ExamSoft Student Support for any exam issues.
   c. Students will receive an email with the exam code 5 minutes before the scheduled start of the exam. The student can begin the exam once they have received the passcode.
   d. The student displays the front and back of their scratch paper and surrounding environment immediately after the start of the exam and right before the end of the exam.
   e. Students experiencing technical difficulties that prevent the student from completing the exam must contact the Testing Center immediately.
   f. The remote proctors will identify any violations and Testing Center personnel will access ExamSoft ExamMonitor to review remote proctor comments.
   g. Any student who does not follow the above procedures may be subject to a finding of nonprofessional conduct and could be referred to the Office of Student Affairs.

7. Maintenance

This procedure will be reviewed on an annual basis.

8. Signature

Approved by	7/14/2023
Department Head of Curriculum Effectiveness and Evaluation	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
7/15/2022	All	Grammar updates, formatting edits, Updated Dean to Department Head.		8/17/2022
7/13/2023	All	Revised for clarity		7/14/2023