

 <b>SCHOOL OF MEDICINE</b> OFFICE OF EDUCATION	<b>Title: Note-Taking from Exam Keys in Assessment &amp; Learning</b>	Review Frequency: 1 year	<b>Effective Date:</b> 07/01/2025
	<b>Document Category / Document Type:</b> Unique/Procedure	Doc Control #	N/A
		Revision #	1

## 1.0 Purpose/Objectives.

- 1.1. The purpose of this procedure is to outline the steps for appropriate note-taking from exam keys during review in the office of Assessment & Learning (A&L)

## 2.0 Scope.

- 2.1. This procedure applies to all medical students and PA students.
- 2.2. The Executive Director of A&L as well as the staff in A&L oversee compliance with this procedure.

## 3.0 Content.

- 3.1. Note-taking during exam key review is restricted to prevent secure content from being copied and disseminated.
- 3.2. Students may bring a highlighter and a printed copy of an exam blueprint to use while they are reviewing exam keys. The student may use the highlighter to highlight topics on the blueprint for review at a later time and the blueprint with ONLY highlighter marks may be taken out of A&L.
- 3.3. Students may also use a green “wet erase” sheet and marker (provided at the front desk) which must be turned in once the note taking session is over. No written notes may be removed from A&L.
- 3.4. No electronic devices (computers, phones, tablets, cameras, etc...) are allowed out when the student has the exam key. If you get a call or need to check on something on your computer/tablet, you can either a) turn the exam key into the front desk temporarily or b) close the key, find a spot well away from any open exam key, then access your computer/phone.
- 3.5. All backpacks are to remain on the floor, zipped and closed. No backpacks are allowed on the work surface when you have checked out an exam key.

## 4.0 Procedure Updates

- 4.1.1. The Executive Director and Assistant Director of A&L as well as the Office Manager will review this procedure annually and ensure it is up to date.

## 5.0 Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Document Owner	a. Oversee compliance with this procedure.

## 6.0 Records. Applicability/Retention.

Exam keys are maintained in A&L until the end of each academic year

**7.0 External Reference(s).**

None

**8.0 Internal Reference(s).**

None

**9.0 Definitions.**A&L: Assessment & Learning**10.0 Key Words.**

None

**11.0 Attachments.**

None

**12.0 Approval Authority.**

APPROVAL and Information			
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Official Signature			
Document Origination Date		05/19/2025	
Document Effective Date		07/01/2025	

**13.0 Document History.**

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
Origination Date: 2016	New	Procedure for Note Taking from Exam Keys in Assessment & Learning	Original	
Effective Date: 07/01/2025	1	UNM SOM Note-Taking from Exam Keys in Assessment & Learning SOP	Revision 1	Teresa Vigil, M.D. Senior Associate Dean, Office of Education

