

**Policy Title:**  
**School of Medicine Assessment Policies**

**Background:**

Assessment activities contribute significantly to student learning by giving each student ongoing feedback about their performance. Assessments in all parts of the curriculum are designed to promote deep learning, critical thinking, and habits of inquiry aligned with the School of Medicine competencies and objectives so that students attain the knowledge, skills, and attitudes at a level of mastery necessary to pass licensing exams and to ultimately provide high-quality patient care. To this end students are expected to follow standard assessment practices and to abide by the Honor Code signed upon entering medical school as it relates to maintaining the integrity of the examination process for oneself and others.

**Policy:**  
**General Assessment Policies**

A. Paper-Based/Computer-Based Examinations:

1. Exams will start at the times announced, subject to UNM policy on weather delays (see Inclement Weather Policy). Students who arrive late will be permitted to begin the exam but will not be allowed extra time for completion. Secure exams (such as those administered through NBME) may have their own policy, which will be observed if present.
2. Most exams are given simultaneously to all students, and are not modifiable for individual requests. There are a few exams which need to be given to small groups at staggered times due to the need for special facilities. Students will be notified in advance of these exams. If a student needs a small-group exam to occur at a specific time (or to block out a specific time), Assessment and Learning must receive notice at least 8 weeks in advance.
3. A student who misses an exam due to illness must notify both the block chair and Assessment and Learning as soon as possible. See below for further elaboration.
4. Students who may need accommodations for testing should review the Academic Accommodations policy. Assessment and Learning will follow all approved accommodation requests.
5. Students who wish to challenge a Phase I exam score may do so for up to 10 working days after the exam scores are released. A written request must be submitted both to the block chair and to Assessment and Learning, and must address exactly which items are being challenged and why.
6. Students who wish to challenge a Phase II shelf board exam score cannot do so individually; the NBME requires that a request for rescoring must come from Assessment and Learning. Students who wish to be rescored will need to submit a written request to the Executive Director explaining why the rescoring is necessary; receiving a lower score than anticipated will not be considered adequate justification.
7. Brief interruptions may occur during computer-based testing, due to hardware, software or connectivity problems. Usually these are momentary and will not require additional action. If there is a prolonged downtime, students should immediately notify the proctor in the exam room, who will contact Academic Media Services/Assessment and Learning staff for additional instruction. Such interruptions will "stop the clock" on timed exams, so the time can be made up once service is restored. If an interruption causes data loss or corruption, the student will be asked to restart or repeat the exam at the earliest practical time.

B. Performance-Based/ Standardized Patient Examinations

1. Exams will start at the times announced, subject to UNM policy on weather delays (see Inclement Weather Policy). Students who arrive late will be permitted to begin the exam but will not be allowed extra time for completion, and will not be allowed to make up missed encounters.
2. If a student needs a performance exam to occur at a specific time (or to block out a specific time), Assessment and Learning must receive the request at least 8 weeks in advance. Students may not trade places once the schedule is finalized. (Standardized patients screen the schedules to avoid working with students whom they may know from other contexts, which is why we do not allow switching once assignments are made.)
3. A student who misses a performance exam due to illness must notify Assessment and Learning as soon as possible. See “Examination Absences” below for further elaboration.)
4. Students who wish to challenge a performance exam score may do so for up to 10 working days after the exam scores are released. They must first view their own recorded performances before deciding whether or not to make a formal appeal request, and will be provided with copies of the checklist while reviewing the recording. If a student decides to appeal after viewing the performance, a written request must be submitted to Assessment and Learning’s Executive Director, and must address exactly which items are being challenged and an explanation for each item. The video will be rescored. The rescore may be lower or higher than the original; either way, it will be final.

### **Examination Absence Policies**

#### **A. Paper-Based/Computer-Based Examinations:**

1. Student who will miss an exam due to illness or other reasons must notify the course director and Assessment and Learning as soon as possible preferably before the exam begins.
2. Retakes for missed exams are approved on a case-by-case basis. If the Executive Director of A&L and the Block Chair determine that a student meets the criteria for a make-up exam, the Block Chair *may* permit A&L to administer a make-up exam (with either matching or similar content) at a later time.
3. Make-up eligibility is evaluated on a case-by-case basis and must meet all of the following criteria:
  - Notification – student informs A&L and the Block Chair prior to the exam or as soon as circumstances permit.
  - Illness or emergencies the day of the exam that are beyond the student’s control - (weather/traffic, over-sleeping, forgetting an exam, or misreading a schedule are not acceptable reasons for missing an exam).
4. If a make-up exam is approved, it will be scheduled by A&L as soon as logistics permit. A&L will make a reasonable effort to avoid conflicts with other block activities, but a retake may be scheduled over lectures or presentations. A&L will give the students as much notice as possible, but a student should be prepared to take the missed exam as soon as circumstances permit his or her return to campus.

#### **B. Performance-Based/ Standardized Patient Examinations**

1. A student who misses a performance exam for any reason must notify Assessment and Learning as soon as possible.
2. Missed standardized patient exams cannot be remediated until the following year, and will result in a grade of Incomplete on the transcript until completed.

### **Professional Conduct and Test Ethics**

- Students are expected to arrive on time for all exams.
- Students are expected to arrive for exams with all required equipment (computers or clinical diagnostic equipment). Equipment requirements will be announced in advance of the exam.

- Exam codes should be downloaded in advance of the exams and should be recorded accurately when requested.
- Professional dress and behavior are expected in all standardized patient performance exams.
- Memory/study aids and reference materials are not permitted. If necessary, they will be provided for within the exam.
- All portions of all exams must be individual work unless expressly designed to be group activities.

**Unacceptable behaviors include but are not limited to:**

- Seeking and/or obtaining access to examination materials prior to test administration.
- Unauthorized entry into the area where test materials are being prepared.
- Leaving the test area without authorization.
- Theft of examination materials.
- Unauthorized reproduction and/or dissemination of test materials or answer keys.
- Altering or misrepresenting examination scores
- Sharing information about any of the test materials including simulation (electronic, human or mechanical) and paper cases.
- Giving or receiving information during the examination.
- Sharing information, resources or reasoning on problems meant to be solved by individuals.
- Possessing unauthorized materials during an examination. This includes reviewing instructions on outer doors for standardized patient encounters before the announcement to read door sign is made.
- Possessing and/or using recording devices.
- Possessing and/or using unauthorized study aids.
- Communication and signaling devices must be turned off.
- Discourteous or disrespectful communication with assessment staff.

Responsible Office:	Office of Undergraduate Medical Education
Approving Body:	Curriculum Committee
Date of Revision:	4/12/15; 5/31/17
Scope:	Medical Students and Faculty