

 <b>QUILLEN</b> <b>COLLEGE of MEDICINE</b> EAST TENNESSEE STATE UNIVERSITY	<b>Policy/Process/Procedure Name:</b>	Student Computer Usage during Electronically Administered Quizzes/Exams
	<b>MSEC/ADMIN Number:</b>	MSEC-0613-7
	<b>Approving Officer:</b>	Kenneth Olive, MD / MSEC Chair (2013) Ramsey McGowen, PhD / MSEC Chair (2019)
	<b>Agent(s) Responsible for Implementation:</b>	Academic Affairs
<b>Original MSEC Approval Date:</b> 6/18/13 <b>Effective Date:</b> 6/18/13	<b>Originator Name/Committee:</b>	Academic Affairs/Cathy Peeples
<b>New Policy/Process/Procedure Proposal</b>	<input type="checkbox"/> Revision of Existing Policy/Process/Procedure	
<b>Revision Date(s):</b> 5/13/2019 – remove reference to IT Staff person name – identify IT Manager only	<b>LCME Required Policy/Procedure/Process:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>LCME Element(s) Number and Description:</b>  <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>	
<b><i>All policies/processes/procedures will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i></b>		
<b>Administrative Review Date(s):</b> 7/13/2020		

**(A.) Policy/Process/Procedure Statement:**

Students have been appearing for computer administered exams without a laptop computer that meets specifications.

**(B.) Purpose of Policy/Process/Procedure:**

To address the problem of students appearing for computer administered quizzes or exams without a laptop computer that meets the specifications set forth in the QCOM Student Catalog. Every student is responsible for having a functioning laptop computer that meets these specifications. Currently, mobile devices (e.g., iPads) are not compatible with the testing environment.

**(C.) Scope (applies to):**

All medical students enrolled in the Quillen College of Medicine MD Program.

**(D.) Process/Procedure:**

Any student who experiences computer problems should meet with the IT Manager to attempt to resolve the problem in advance of a scheduled quiz/exam. It is understood that some technical issues may not be resolved and that last-minute issues may arise. If a student experiences issues immediately prior to the quiz/exam, they should bring their laptop to the quiz/exam for examination by the IT Manager. Only those students who contact the IT Manager no later than the day prior to the quiz/exam for a known problem, or who present their malfunctioning laptop the day of the quiz/exam, or who experience technical issues during the quiz/exam will be provided a laptop for the quiz/exam by the College of Medicine.

Failure to adhere to this policy will result in consequences related to both the grade assigned and professionalism assessment. The student's quiz/exam score will be reduced by 10 points and a

**Policy Name: Student Computer Usage During Electronic Exams/Quizzes**

Professionalism Report form will be submitted for any student who requests use of a College of Medicine computer but had failed to contact the IT Manager prior to the quiz/exam day or to present their malfunctioning laptop the day of the quiz/exam.

<b>Approved by:</b>  <b>Name / Title:</b> Kenneth Olive, MD / MSEC Chair <b>Date:</b> 6/18/2013  <b>Name / Title:</b> Ramsey McGowen, PhD / MSEC Chair <b>Date:</b> 5/13/2019	<b>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):</b> <i>(List only if a name change is involved)</i>
<b>Review/Revision Completed by:</b> <input type="checkbox"/> Office of the Dean	<b>Date</b>
<input checked="" type="checkbox"/> Academic Affairs	5-13-2019
<input type="checkbox"/> Student Affairs	
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Medical Student Education Committee	6/18/13
<input type="checkbox"/> Student Groups/Organizations (describe): OSR	Date not given

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	