**Policy/Process/Procedure Name:** Student Computer Usage during Electronically Administered Quizzes/Exams

**MSEC/ADMIN Number:** MSEC-0613-7

**Approving Officer:**
- Kenneth Olive, MD / MSEC Chair (2013)
- Ramsey McGowen, PhD / MSEC Chair (2019)

**Agent(s) Responsible for Implementation:**
- Academic Affairs

**Original MSEC Approval Date:** 6/18/13

**Effective Date:** 6/18/13

**Originator Name/Committee:**
- Academic Affairs/Cathy Peeples

**New Policy/Process/Procedure Proposal**
- [X] Revision of Existing Policy/Process/Procedure

**Revision Date(s):** 5/13/2019 – remove reference to IT Staff person name – identify IT Manager only

**LCME Required Policy/Procedure/Process:**
- [ ] Yes
- [X] No

**LCME Element(s) Number and Description:**

[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below.]

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**All policies/processes/procedures will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.**

**Administrative Review Date(s):** 7/13/2020

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(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.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): (List only if a name change is involved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name / Title: Kenneth Olive, MD / MSEC Chair Date: 6/18/2013</td>
<td></td>
</tr>
<tr>
<td>Name / Title: Ramsey McGowen, PhD / MSEC Chair Date: 5/13/2019</td>
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</tbody>
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Review/Revision Completed by: Date

- Office of the Dean
- Academic Affairs 5-13-2019
- Student Affairs
- Student Promotions Committee
- Faculty Advisory Council
- Administrative Council
- M3/M4 Clerkship/Course Directors
- M1/M2 Course Directors
- Medical Student Education Committee 6/18/13
- Student Groups/Organizations (describe): OSR Date not given

Notifications of New or Revised Policy Method of Notifications and Date

- Medical Students
- All QCOM Faculty
- All QCOM Staff
- Admissions Office (catalog)