



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Computer Usage During Electronically Administered Quizzes/Exams**

Policy Replaces a Previous Policy (this includes change in policy name): Yes/ No

If so, list name of previous policy (include policy number if different):

Policy Number (issued by the Office of Academic Affairs upon final approval): **MSEC-0613-7**

Policy Owner (Individual, Department, or Committee/Chair): **Kenneth Olive, MD / MSEC Chair (2008-2013)
Ramsey McGowen, PhD / MSEC Chair (2013-2019)
Ivy Click, EdD / MSEC Chair (2020-)**

Committees, Departments, or Individuals Responsible for Implementation: **Office of Academic Affairs**

Original Approval Date and Who Approved by: **6/18/2013 –MSEC**

Effective Date(s): **6/18/2013; 5/13/2019; 5/23/2024**

Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):

Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):

5/13/2019 – remove reference to IT Staff person’s name to IT Manager

Exemption(s) to Policy (date, by what committee or individual, and brief description):

LCME Required Policy: Yes/ No

If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):

All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: **5/23/2024**

Revisions Made: Yes/ No If yes, list revisions made:

1. Deleted first sentence in first paragraph and added new clarifying language.
2. Added language to the first paragraph under Policy Activities regarding students appearing for examinations with their own laptop computer that meets the specifications outlined in the student catalog.
3. Amended language regarding failure to adhere to the policy.

Revisions Require Approval by Policy Owner: Yes/ No

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Policy Statement:

Examinations are delivered in an electronic format and therefore students must have functioning laptop computers compatible with the testing environment. The laptop computers must be compliant with specifications outlined in the student catalog.

Purpose of Policy:

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 only compatible with select methods.

Scope of Policy (applies to):

All medical students enrolled in Quillen College of Medicine.

Policy Activities:

Students are to appear for examinations with their own laptop computer that meets the specifications outlined in the student catalog. See the [student catalog](#) for specification details. 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 professionalism assessment. A Professionalism Report form may 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.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	5/23/2024;
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	5/23/2024;

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	5/13/2019; 5/31/2024
<i>Office of Student Affairs</i>	5/22/2024
<i>Department of Medical Education</i>	

Policy Name: **Student Computer Usage During Electronically Administered Quizzes/Exams**

<i>Medical Student Education Committee</i>	6/18/2013
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024; 5/31/2024
<i>Policy Owner</i>	5/1/2024; 5/31/2024
<i>Admissions Office for Catalog (only new policies)</i>	