



**POLICIES**

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

**Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research**

**Subject:** MMC PA Program Administration of Examinations Policy.

**PURPOSE:**

**The purpose of this policy is:**

To ensure that the administration of examinations is consistent across all didactic and clinical phases.

**POLICY STATEMENT:** Meharry Medical College's Physician Assistant Sciences students are expected to take examinations or other assessments at regularly scheduled intervals throughout the didactic and clinical phases. The program conducts examinations in an effort to:

1. Monitor the student's continuous performance and
2. Assess the extent to which a student has achieved learning outcomes

**DEFINITIONS:**

**PROCEDURE:**

- Examinations given through a computer-based platform will be taken in the Meharry Medical College Testing Center located in the West Basic Sciences Building. Students must comply with any instructions given by external testing software and/or websites utilized by the PA program.
- Proctor(s) will actively monitor the examination at all times.
- No questions will be answered by the proctor(s) or course director(s), if present, at any time during the examination (except for questions regarding possible technical problems or typographical errors).
- All students will report for the examination 15 minutes prior to the scheduled start time of the exam. This will allow time for students to be seated after placing all personal items, including all electronic items, in a proctor designated area with all phones turned off. A seating chart may be utilized by the MMC PA Program during examinations. The proctor(s) will verify student identity and direct each student to assigned seating for that exam. No talking will be permitted once a student enters the exam room. Students who miss an examination for an excused absence will be required to take a make-up examination. Students who miss an examination **MUST** notify the course director in accordance with the student attendance policy, in most instances

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BEFORE the exam; otherwise, the student will receive a score of 0 (zero) on that examination. The Course Director must approve all requests for excused absences.

- Student ID, program provided pencils and ear plugs, the student's laptop computer, power cord, and computer mouse are the only items permitted in the immediate testing area. Food or drinks will not be permitted in the examination area. No hats, sunglasses, or jackets/coats with pockets may be worn.
- During the examination, no talking or other communication will be permitted. Students will not be permitted to congregate by the doors of the examination room.
- Course directors will clearly designate the time limit for each exam.
- At the end of an online examination, the online exam program will force submit the exam, regardless of whether the student has completed his/her exam at that time. For examinations in a written format, a proctor will inform the examinees that the time allotted has expired and that no further marking of examinations or answer sheets, or writing of any kind will be permitted.
- Students who finish the examination must provide evidence that they are not leaving the room with exam information by demonstrating to the proctor(s) that they are signing out of all exam software for a computer-based platform examination and by submitting all pages of any paper copies or reference sheets. Students must leave the examination room quietly, and must immediately leave the examination area, which includes the lobby.
- All exams, quizzes, OSCEs, and other methods used to evaluate student performance are closed unless written notification to the student is provided by the Course Director. It is a violation of the MMC PA Program Student Professional Behavior Policy for students to disclose or have in their possession copies of questions or OSCE content from previously given closed exams, quizzes, OSCEs, or other methods used to evaluate student performance.
- Once seated, students will not be permitted to leave the examination room and return to complete the exam without a proctor escort. Students are permitted to use the restroom, one student at a time. A proctor will exit the exam room with the student and accompany their return. Students leaving the exam room

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without a proctor will be considered to have finished taking the exam.

- Reasonable accommodations for any student who has an approved qualifying disability from the Center for Educational Development will be provided based on the specific need of the student. Accommodations provided must not result in a fundamental alteration to the nature of the program, service, or activity, cause undue hardship, or result in undue financial or administrative burden.

**EXHIBITS:**