

## **Examination Policy for Pre-Clinical Medical Student Courses (Revised 9/07)**

All lecture hall examinations for students in the first two years of the UNC School of Medicine curriculum will be administered electronically. Prior to the commencement of the exam, all students need to make sure they only sit in the chairs tagged with round colored stickers (located on the top of the back of the chair). All personal items should be stored under the students' seat with only the following items available to them on their desks: scratch paper (provided at room entrances), pencil/pen, laptop computer, power cable, and ethernet cable. Following the completion of their exam, exiting students are required to dispose of their scratch paper in the boxes provided at each entrance/exit. In order to maintain the proper testing (e.g. a reduced noise environment and minimum other distractions) for students who are still working on the exam, students who have completed the exam must vacate the room and surrounding hallways until the prescribed examination time has elapsed.

### **Exam Policies Are As Follows:**

- Use of electronic devices, other than the laptop used for testing, will not be allowed during exams (i.e. cell phones, iPods, personal digital assistants, calculators, headphones, etc.).
- Students will be required to bring their personal laptop computers (uniform model that has been specified by UNC SOM).
- Students must arrive at least 15 minutes prior to the start of an exam to make sure they can connect to the AIMS browser (do not log on) and resolve any laptop issues beforehand so they do not disturb other students once the exam has begun.
- It is a violation to attempt to defeat the secure AIMS browser.
- Students also need to make sure their wireless connection is disabled and that cookies are turned on in their Internet Explorer browser.
- Additional examination time will not be given to students who arrive late to the exam and then need technical assistance.

### **Additional Student Computer Responsibilities:**

- Each student is responsible to ensure that his/her laptop is in good working order and that security software is updated on a regular basis (e.g. Symantec Antivirus and Spybot).
- Each student must ensure that software installed for online exams remains functional. Students' laptops come preloaded with Windows XP. XP should remain on the students laptops at all times (Do not upgrade to Vista. Doing so will render the repair contract void with UNC-Medical School. If done, the only repair option will be to erase the hard drive and re-image it with XP).
- Students must arrange for resolution of any hardware or software problems by OIS at least 3 business days prior to a scheduled exam. Time required to retrieve a forgotten laptop or to reinstall or update software will be lost exam time.

For more information about getting ready for online tests, please check the AIMS Online Homepage at: <http://pinnacle.med.unc.edu/testing/> or the Laptop FAQ Page at: <http://help.med.unc.edu/pubs/faqpubs/medtop.htm>. Should a student already be aware of an issue, they should contact OIS immediately.

## **Laptop and Accessories Loaner Policy for Exams**

1. Every student is expected to have his/her laptop in good working condition three business days before an online exam. If a student experiences a problem with his/her laptop, then the student must bring the laptop to the OIS help desk for an assessment of the problem. If it is determined that the laptop needs work that cannot be immediately resolved, then OIS will send the laptop to a repair center.
2. If an OIS loaner laptop is available, one will be provided to the student at the time that his/her laptop is brought to OIS for repairs.
3. After presenting a valid School of Medicine ID badge, students will be provided a loaner laptop (if available) on a first come first served basis at the exam, only under the following conditions:
  - a. The student's laptop has been turned into OIS for repair and an OIS loaner laptop was not available or;
  - b. The student brings his/her failed laptop to the exam, where a Client Services staff member will verify that the laptop has failed.
4. Laptops cannot be reserved via email.
5. **Penalties** for arriving at the exam without following the above guidelines (i.e., forgetting your laptop):
  - a. *First Offense* – Student's name is recorded and loaner laptop is provided if available after all students following guidelines have received a loaner.
  - b. *Second Offense* – Student's name is recorded and loaner laptop is provided if available after all students following guidelines have received a loaner. Student is warned of third offense penalties.
  - c. *Third Offense* – No computer given and an appointment will be scheduled with the Associate Dean for Student Affairs to discuss the matter.
6. **Penalties** for not bringing an ethernet cord to exam:
  - a. *First Offense* – No penalty; students name is recorded.
  - b. *Second/Continued Offense* – Student will be billed for a \$10 purchasing fee of ethernet cord and will not receive grades until paid.