Assessment Preparation and Use of AIMS – Recommendations

Disclaimer
OED staff will work on AIMS activities during normal business hours (Monday through Friday, 8:00am – 5:00pm) except in cases where prior arrangements have been made between a Course Director and the AIMS Educational Consultant. If overtime is required for the AIMS Educational Consultant, the Course Director will need to make prior arrangements with the Director of OED.

Assessment Preparation
▪ It is suggested that Course Directors and AIMS personnel should meet prior to the beginning of the course in order to discuss the needs and expectations of the AIMS system.
▪ OED requests that a full draft of all AIMS assessment items be submitted to OED no later than five business days before the exam date (e.g., if you are planning on administering a 50-item test, the complete set [all stems, answer choices, correct answers, categories, etc.] of all 50 items should be received by OED no later than five business days before the test date unless prior arrangements have been made).
▪ In the event that a complete draft exam is not received by OED five business days prior to the exam date, the Course Director will have a choice as to whether last year’s exam is to be uploaded in toto, or whether the partially submitted exam will be uploaded as complete. If the Course Director is unavailable for contact, the partially submitted exam will be uploaded.

Assessment Modifications
▪ Modifications to existing narrative exam items (text) that are already in the exam may be submitted no later than one full business day before the exam date.
▪ Modifications to exam images may be submitted no later than two full business days before the exam date. (Exception: to delete an item with an image)
▪ OED requests that images be submitted in JPEG format (for photographs) or GIF format (for diagrams), with a resolution of between 400 and 800 pixels and an
appropriate height to maintain aspect ratio. If this is not possible, OED will provide assistance in converting to the correct format and size. Depending on the condition of the image and time constraints within OED, this service could take several days to complete.

**Technical Requirements**

- No programming modifications will be made during the time that a course is active. (This means both the exam builder and the feedback system.)
- No manipulation of student answers will be permitted for any reason (e.g., no hand-altering of student answers in order to have two correct answers to an item).
- The only modification permitted after an exam has been administered is to drop the item.
- All answers must be submitted by students through the AIMS system except in the case of technical difficulty.

**Student Affairs Considerations**

- Make-up exams must be approved by the Office of Student Affairs. In emergency situations where it may not be possible to contact the Office of Student Affairs, the Course Director may make the decision.
- All excuses should be received prior to the start of the exam, barring extenuating circumstances.
- Students who are more than ten minutes late for an in-class exam (the administrative time buffer) will receive reduced time. Students who are more than twenty minutes late for the exam will not be allowed to log in.
- Requests for information about a student’s past performance should be referred to Student Affairs.
- Staff and exam space are both limited, so Course Directors should consult with OED about the feasibility of make-up exams before authorizing them.

**Student Responsibilities**

- In cases where a student is having any type of technical difficulty with the AIMS program during an exam, it is expected that the student will notify one of the proctors or MSTL staff immediately, not after completing and submitting exam scores. The student
should remain with the proctor until the problem is resolved or a solution has been approved by the CD and the Office of Student Affairs. Students should not, at any time, open any other program on their computer (e.g., students should not open their e-mail program and send a message to the CD stating that they are experiencing a technical problem), open any of their course materials, or walk away from the exam site or proctor until the problem has been resolved or an appropriate solution has been authorized by the CD and the Office of Student Affairs.

- Students should be aware that if they report technical problems with the AIMS program during an exam, any time greater than ten minutes that is used to notify the proctor and/or to fix the technical problem(s) will be awarded back to the student.
- In instances where a student suspects that the AIMS program is failing, s/he should report the problem(s) to a proctor and/or MSTL staff immediately. Failure of the AIMS has occurred when a student receives an error message that has been verified by a proctor and/or MSTL staff.
Recommendations per the AIMS Assessment Preparation & Use Policies

**VLAN**

For the long term it would be ideal to have classrooms that were set-up and dedicated to the purposes of administering secure exams only.

**Loaner Lap-Top Computers**

As more courses begin to use the AIMS system (ex., MS 3 courses) it will be essential that loaner lap-top computers be available to those students who: 1) may be having technical problems with their own lap top and need a loaner; 2) forgot their computer; 3) any other reason that a student may need a loaner lap top. At present MSTL has eight loaner lap tops; all eight of these lap tops are used during the administration of MS 1-2 exams. It is recommended that the number of loaner lap tops increased due to the fact that MS 1-2 exams may be occurring at that the same time as the MS 3 Family Medicine end of clerkship exam. If the maximum number of FM students is 20 it is recommended that five loaner lap tops be available to these students. A total of 13 loaner lap tops should be in the pool.

**Re-opening an Exam**

It is recommended that in instances where the Course Director would like to re-open a secure exam for a student (ex., if the student complains that the time between answering an item and the next item appears is too long) that Student Affairs be notified (or do we want to say that SA has to approve the CDs decision to re-open the exam?).