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 of the honor code 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 their laptop in good working conditions three business days before an online exam. If a student experiences a problem with their laptop, they must bring the laptop to OIS for an assessment of the problem. If the laptop is assessed to need 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 they bring their laptop to OIS for repairs.

3. If the student’s laptop has not been returned to the student from the repair center prior to the time of the exam, and the student does not have an OIS loaner laptop, the student will be issued an exam loaner laptop (if available) on the morning of the exam. This will be done on a first come first served basis in the room where the exam is to take place.

4. If a student’s laptop becomes nonfunctional during a Saturday or Sunday before a Monday exam, the student is expected to bring their laptop to the exam where it will be verified that it does not function properly. Then the student will be issued a laptop from the limited number of exam laptops - if one is available. The same procedure is in place for a laptop that stops functioning the night prior to an exam and the student does not have time to stop by OIS before the start of an exam.

   In the event that a student brings a nonfunctioning laptop to a test to show exam proctors and technicians, and it is verified to be not working, that student must bring the laptop to OIS (Medical School Wing B 109) for repairs as soon as their schedule allows.

5. Students must show their School of Medicine School IDs to sign-out any loaner/rental equipment or the student will not be allowed to checkout the equipment.

6. Laptops cannot be reserved via email.

7. Penalties for not having a functioning laptop at an exam:
   • First Offense – No Penalty/Student’s name is recorded.
   • Second Offense – Student must bring their broken laptop to the OIS support staff that is available in the exam room (i.e. MBRB 2204)—at which point the computer will be quickly repaired or the student will need to trade their broken laptop for a loaner laptop, based on availability, during the exam. The OIS representative will take down the student’s name and remind the student that if their laptop is not brought to OIS offices for repairs prior to their next test, they will not be given a loaner. To ensure that the student is actively pursuing laptop repairs, the OIS representative will also record the laptop’s MAC address which will be put into a “penalty box” (disabling the laptop from getting internet access while on campus), until the computer is brought to OIS offices for repairs.
   • Third Offense – No computer given, unless OIS has been previously instructed to do otherwise, and an appointment will be scheduled with the Associate Dean for Student Affairs to discuss the matter.

8. Penalties for not bringing an ethernet cord to exam:
   • First Offense – No Penalty/Students name is recorded.
   • Second/Continued Offense – Student will be charged a $10 purchasing fee of ethernet cord and will not receive grades until paid.