

Department of Educational Technologies and Services

Policy for Online Testing and Student Laptop Computers

Contact for Online Testing: Dr. Joyce Guest

## Getting Started

Online tests can only be administered in the Medical Science Building.

Training on getting started with online testing is provided through the Department of Educational Technologies and Services by contacting Dr. Joyce Guest. Training includes installation of software, creation of questions, creation of assessments, inserting images, uploading exams to the server, scheduling exams, and running statistical reports.

Glenn Davis is also available for software installation and technical problems.

Each department will designate someone to be their primary resource for online testing. This individual will be responsible for typing in the questions, creating assessments, scheduling the exam, and running the statistical reports.

## Scheduling

Use of the laptops for online exams is to be scheduled by providing The Department of Educational Technologies and Services the most current copy of the course exam schedule. Please inform us if an exam date or time changes before the beginning of the semester or as soon as the change occurs. If an exam date or time is changed, the Department of Educational Technologies and Services cannot guarantee that the student testing lap tops will be available.

## Posting Exams

The exam must be posted on the server in its final form at least **two** business days prior to the exam date. This will give us the opportunity to evaluate the assessment. We will then send you an e-mail that identifies any problems that need to be addressed or gives the green light for the exam. If the exam is not on the server at least two business days prior to the exam date, we will **not** be able to support an on-line exam and an alternative means of assessment will need to be provided to the students.

As in the past, we encourage faculty to format their questions in a manner that is similar to that found on the USMLE Step I exam. That means a short vignette or problem (stem) followed by multiple choice answers. If you would like to use some other type of format for questions, we ask that you give us as much lead time as possible but at least a minimum of three weeks so that we address issues that arise with different question formats.

## Laptops

Laptops are dedicated for currently enrolled medical students for online testing. Laptops are to be kept at the College of Medicine, Medical Science Building and may not leave the Medical Science Building for any reason.

## Make-up Exams

Student(s) that need to make-up an exam need to schedule the make-up through their instructor and the instructor will schedule the use of a laptop through the Department of Educational Technologies and Services by contacting Dr. Joyce Guest at least **two** business days prior to the make-up. The student must take the make-up exam in the Medical Science Building (MSB). The instructor is responsible for providing a place inside the MSB for the student to take the make-up exam and is responsible for providing a proctor for the exam. The Department of Educational Technologies will provide a lap top for that student under the condition that a laptop is available and that the lap top remains in the MSB.

If you have any questions please do not hesitate to contact us.

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