



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Computer Usage During Electronically Administered Quizzes/Eams**

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): MSEC-0613-7
Policy Owner (Individual, Department, or Committee/Chair): Kenneth Olive, MD / MSEC Chair (2008-2013) Ramsey McGowen, PhD / MSEC Chair (2013-2019)
Committees, Departments, or Individuals Responsible for Implementation: Office of Academic Affairs
Original Approval Date and Who Approved by: 6/18/2013 – Kenneth Olive, MD / MSEC Chair
Effective Date(s): 6/18/2013; 5/13/2019
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): 5/13/2019 – remove reference to IT Staff person’s name to IT Manager
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review:
Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No If yes, list revisions made:
Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

Policy Statement:

Students have been appearing for computer administered exams without a laptop computer that meets specifications.

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Purpose of Policy:

To address the problem of students appearing for computer administered quizzes or exams without a laptop computer that meets the specifications set forth in the QCOM Student Catalog. Every student is responsible for having a functioning laptop computer that meets these specifications. Currently, mobile devices (e.g., iPads) are not compatible with the testing environment.

Scope of Policy (applies to):

All medical students enrolled in the Quillen College of Medicine MD Program.

Policy Activities:

Any student who experiences computer problems should meet with the IT Manager to attempt to resolve the problem in advance of a scheduled quiz/exam. It is understood that some technical issues may not be resolved and that last-minute issues may arise. If a student experiences issues immediately prior to the quiz/exam, they should bring their laptop to the quiz/exam for examination by the IT Manager. Only those students who contact the IT Manager no later than the day prior to the quiz/exam for a known problem, or who present their malfunctioning laptop the day of the quiz/exam, or who experience technical issues during the quiz/exam will be provided a laptop for the quiz/exam by the College of Medicine.

Failure to adhere to this policy will result in consequences related to both the grade assigned and professionalism assessment. The student's quiz/exam score will be reduced by 10 points and a Professionalism Report form will be submitted for any student who requests use of a College of Medicine computer but had failed to contact the IT Manager prior to the quiz/exam day or to present their malfunctioning laptop the day of the quiz/exam.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	5/13/2019
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	6/18/2013
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	

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<i>Other (describe):</i>	
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Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog (only new policies)</i>	