COMPUTERIZED EXAMINATION PROTOCOL

The School expects all courses to use the Encore system to administer computerized examinations for all course exams. Exam formats not suited for computer administration (e.g. lab practical exams, extended essays, oral exams) will still be administered in their prior formats.

Course and Clerkship exam schedules should be submitted to the Office of Curriculum & Assessment (OCA) in March, before the new academic year begins. OCA will bring any exam resource conflicts to the Instruction Committee(s) in April. If you have not already done so, please let OCA know immediately about the dates and times of all exams that may not have been included in the Instruction Committee meeting. Below is a list of responsibilities for those involved with the administration of the computerized exams. The guidelines are in place to insure that the exam is fairly and accurately administered to all students.

RESPONSIBILITY OF COURSE DIRECTOR/COORDINATOR:

The Course Director/Coordinator is responsible for contacting CEL (Center for Experiential Learning) to reserve the exam space and/or laptops for the course or clerkship exam. Following are some guidelines, which will help ensure that the exam will run smoothly without avoidable problems:

ROOMS

All half full class course based exams will be held in the Saunders Computer Lab SRB 1301/1307.

Depending on the needs of any ADA students enrolled in the class, you may need to arrange separate accommodations for them (e.g. a separate room/longer time allowed for the exam).

Please notify OCA with the locations of rooms and number of medical students to be tested in these alternate locations. This will allow OCA staff to correctly schedule the exam and have staff available to assist students in these rooms.

Any graduate students enrolled in the class will need to have the exam administered to them on paper, and possibly (depending on space consider-

electronic exam. This is due to programmatic issues that are beyond the control of OCA or CEL. Course support staff are responsible for any assistance needed for graduate students.

UPLOADING EXAMINATION INFORMATION TO ENCORE

Training on the Encore Exam software is given by OCA and OME-IT staff to Course Coordinators/Directors. Once the training is complete, you will have the option of either uploading the exam questions yourself or having OCA upload it for you.

If your decision is to upload your exam questions yourself, we ask that the **exam be in the final format by 1½ working days (36 hours) prior to the first exam date**. By first exam date, it is meant that if the exam is to be administered to a student or students prior to the official class exam,that is the date at which the exam should be uploaded. Anything after this point severely restricts the ability of OCA staff to proof and test run the exam.

If your decision is to have OCA staff to upload your examination materials **to Encore, we ask that all examination materials be** delivered to OCA at least **5 business days (1 week) prior to the first exam date.** If this deadline is not met, it will be the responsibility of the course coordinator to upload the exam.

The final responsibility for the content of the exam lies with the Course Coordinator/Director, who should proofread the entire exam prior to its test run.

IMAGES

Images can be included with exam questions. Please adhere to the following guidelines to prevent the images from being too small for the students to see or so large that they need to scroll to see the entire image.

Please submit images in the form of a jpeg file no larger than 3 MB in size.

In terms of resolution, images should be no smaller than 800 x 600 pixels and no larger than 1280 x 1024 pixels.

If you prefer, you may submit image files to OCA staff who will convert the images to the appropriate format and resolution. This should be done with the same lead time as required for entering examination questions, i.e., at least **5 business days (1 week)** prior to the exam.

REPORTS

Three reports will be automatically generated following the exam and will include the following information: