

Guidelines for Conduct of Remote Proctored Exams in Phases I and II

All Block exams that are not administered on campus will be remote proctored via Zoom. The Exemplify Secure Browser locks-down computers so that no other programs can be accessed while testing. Students will connect to Zoom via their cell phones or tablet, and be required to position that device to the front and left of them so that the camera has a full view of the student while testing.

Students may take their exam at home as long as they have a stable internet connection and a quiet, distraction-free environment. Prior to their first exam, students will be asked to complete an internet speed test and submit their results to the Assessment Team for confirmation they have sufficient bandwidth to test at home. Students “failing” the speed test will be required to take their exam in a solo study room in the Library; students may also elect to take the exam in the Library if they prefer. Students who do not have sufficient technology to take the exam at home (e.g., do not have smart phone or tablet, need to use a loaner laptop) will also be required to take the exam in the Library.

Students should log into the Zoom meeting and be seated and ready to start the exam at least 10 minutes prior to the exam start time according to the course calendar. Students will use their own laptop or desktop computer to take the exam and must ensure that they are fully compliant with current updates and required specifications (See Student Policies and Procedures Handbook). Backpacks, cameras, headphones, recording devices, mp3 players, smart watches, and all other electronics (with the exception of approved medical devices) are **prohibited** and are to be turned off and stored away from student workstations. If in the Library, these items should be collected and placed in the corner of the room. Soft-foam earplugs are permitted but Bluetooth-enabled headphones are prohibited.

Students may have water and a snack at their station. A writing utensil and one (1) piece of scrap paper (or a dry erase board and marker) are allowed. Before the exam begins, students must show the camera a 360 of their room and workstation, and that their scrap paper is blank on both sides (or the dry erase board is blank). At the end of the exam, students will be required to destroy all used scratch paper in front of the camera (or show a blank dry erase board). Both blank sides of unused scrap paper can be shown to the camera instead of destroyed.

One Zoom meeting will be held for each exam, and students will be pre-assigned to a Breakout Room. One proctor will be assigned to each Breakout Room and will be responsible for recording the session. Students will be placed in the Zoom Waiting Room when they log into the meeting, and **at least 5 minutes prior to the exam start time** the Zoom Host will mass-admit all students to the meeting. The Host will check student camera views and ask individual students to correct their camera angle if necessary (e.g., Zoom video is sideways, too much backlighting to see the student). Breakout Rooms will open and the Zoom Host will broadcast to proctors to begin the exam when all on-time students have gone to their pre-assigned Breakout Room. **Any students arriving after the exam start time will need to petition the Assistant Dean of the Essentials Core, Dr. Andrew Bradford, to reschedule their exam.** Students who are disconnected during the transition to Breakout Rooms should log back in to the lobby and will be readmitted by the Zoom Host.

During the exam, all students and proctors will be placed on mute in the Zoom meeting. No talking or use of cell phones is allowed during the exam, except for students experiencing technical difficulties, health problems, or other emergency. At least one member of the Assessment Team and/or an IT specialist will be available in the Lobby of the Zoom meeting to resolve student technical issues that arise. Students should exit their Breakout Room if they need assistance. Once resolved, the Zoom Host will send the student back to their Breakout Room to continue testing. Proctors will have access to student phone numbers in case a student loses video during the exam and the proctor must call them to reconnect to Zoom.



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While taking the exam, students are not allowed to leave their workstation for any other reason except to go to the restroom. Students are allowed to use the restroom, and proctors will note how often and for how long students are away from their work station. Cell phones and tablets must be left on the work station with the camera on at all times. No additional time will be allowed for restroom breaks. Students who experience an emergency will be allowed to reschedule. Students may log off the Zoom meeting as soon as they have shown the camera (1) their Exemplify upload confirmation screen (green-colored box with a check mark and “Congratulations!”) and (2) have destroyed their used scrap paper or cleaned their dry erase board for the camera.

Students are expected to adhere to the CU Medical School Honor Code at all times. Any testing anomalies will be noted by the proctors and sent to the Assessment Team for tracking. Video recordings will also be provided to the Assessment Team, who may audit sessions and also use the videos to confirm incident reports and/or collect additional information if any concerns need to be forwarded to the Assistant Dean.

Students who are unable to take an exam due to acute illness or other emergency must notify the Assistant Dean as soon as possible. Non-emergent requests to delay an exam will require a Doctor’s note and/or recommendation from the Office of Student Life Deans. Interrupted Exams will be resumed as soon as possible or be rescheduled as needed.