**Policy Title:**
Online Testing in Years 1 and 2

**Category:**
Assessment and Grading

**Accountable Dean or Director:**
Senior Associate Dean for Curricular Affairs

**Reviewed By:**
Curriculum and Policy Subcommittee

**Approved By:**
Executive Oversight Committee

**Effective Dates:**
AY2022/23

**Review Dates:**
TBD

**RELEVANT LCME STANDARDS:**
9.7 Formative Assessment and Feedback
9.8 Fair and Timely Summative Assessment

**PURPOSE AND SCOPE:**
Exams and quizzes in Year 1 and 2 are administered online through Blackboard. This policy outlines the duration of exam and quiz windows as well as the processes for exam review and online scheduling.

To avoid technical difficulties during the test-taking process, students should take their test using a wired internet connection/strong and stable wireless internet connection on a computer (NOT a mobile device, smartphone, tablet, phablet). Students will not be able to submit answers using a mobile device’s web browser.

Students are strongly advised to take tests during times when the Library Help Desk is available to assist should technical problems arise. The Library Help Desk is open Monday through Friday 8 am – 8 pm, Saturday 9 am – 5 pm, and Sunday 12 pm – 8 pm.

**POLICY:**

1. **DURATION OF EXAM WINDOWS**
The standardized exam window for all courses opens after the final course session for the week, or by 4 pm on Friday, and closes at 8am on Monday. When an institutional holiday occurs on a Monday, the exam window will be extended to close at 8 am on Tuesday. For courses that end at a break (i.e., Winter break, Spring break, or end of Spring semester), the exam window will open immediately after the final session of the course and will close on the following Tuesday at 8am. If a student misses an exam window, they will receive a zero for the assessment. Students who are unable to complete an exam in the standard window for a valid reason, as outlined in the “Missed Test Policy” below, will have the option of scheduling an alternative exam window.
II. DURATION OF QUIZ WINDOWS
There is no standardized quiz window. The window for quizzes is determined by the Course Director and will be communicated to students in the course syllabus and on the Google calendar.

III. EXAM REVIEW PROCESS FOR YEAR 1 AND 2 COURSES
In an effort to provide expedited feedback to students after tests, quizzes administered in the first two years of medical school will be available for review online immediately after the student submits his/her quiz. Students will be able to view their own quiz, see the answer they chose and the correct answer, as well as an explanation for why the correct answer is the only reasonable option. For exams, at 9 am on the next business day after the exam closes, the Year 1 or Year 2 Coordinator will release the exam for student viewing for 7 days ONLY. Students will be able to view their own exam, see the answer they chose and the correct answer, as well as an explanation for why the correct answer is the only reasonable option.

Other options for reviewing exams include:
- Making an appointment to go over the exam with the Course Director
- Reviewing the exams binder in the Office of Curriculum Support (OCS). To review the binder, students must make an appointment by contacting OCS at 212-241-7057 or emailing ocs@mssm.edu or reaching out to your Year 1 and 2 course coordinator.

PROCEDURE:

I. PROCESS FOR SCHEDULING AN ONLINE ASSESSMENT WINDOW
In Years 1 and 2, the ability to take an online assessment (examination or quiz) during a prescribed assessment window provides students with flexibility when and where they take the assessment. Given this flexibility, there are only a few instances when permission to take an assessment outside the window may be granted by the Office for Student Affairs.

Students must request permission to take an online assessment outside of the assessment window:

For urgent reasons such as illness that physically prevents a student from completing the assessment or a personal emergency:
- A student must request such permission from medstudentabsence@mssm.edu and cc the Course Director(s) before the assessment window closes. In this case, the student may assume the request is granted. If the request is because of an illness, the student must provide a clinician’s note to that effect to medstudentabsence@mssm.edu.

For religious holiday observance that extends over the entire assessment window:
- A student must request such permission from medstudentabsence@mssm.edu and cc the Course Director(s) two (2) weeks in advance. The request will be reviewed by the Office of Student Affairs and if the request is granted, a specified time to take the online assessment will be arranged with the student.