**Unanticipated Interruption of Testing Policy**

*Approved by the College Committee on Instruction and Appraisal (CCIA), 3/2/16*

*Approved by the College of Medicine Executive Committee 6/8/2016*

**Policy**

The University of Illinois College of Medicine recognizes an obligation to establish standardized

procedures to address unanticipated interruptions in examinations or assessments (e.g. tornado, fire

alarm, network outage, or power failure) that minimize impact on student performance and

exam/testing integrity.

**Procedure**

1. If an unanticipated interruption occurs during an assessment, the safety concerns of students

and staff should be first considered, and if evacuation is appropriate.

2. **The time of the interruption should be documented** by the lead proctor and/or exam

administrator (write it on the board).

3. If evacuation is appropriate, follow the protocol for the site, leaving all testing materials at

student stations and proceeding to the predesignated safety location to await further

instructions. If possible, sufficient supervision should be provided to ensure students are not left alone, and do not talk or communicate about the exam.

**For an NBME Exam:**

a. Advise the examinee(s) to close the web browser by holding down **Ctrl+Shift+Q**. Closing

the browser will prevent the examinee(s) from losing time in the exam.

b. Log off the Chief Proctor workstation by clicking the **Log Out** button.

i. **DO NOT End the Exam.** Ending the examination will mark all examinees

 complete and will prevent examinees from accessing the exam to continue testing.

c. Contact the NBME at 215-590-9298 once all the examinees and proctors are evacuated

from the test site.

4. A decision must be made whether to terminate and reschedule, or continue the exam. This will

depend on factors such as:

a. The safety of the exam site;

b. The likely length of time before the problem can be rectified (i.e., what is a reasonable

amount of time for students to wait);

c. The degree of trauma experienced by the students due to the event (e.g. a fire or

violent event may well negatively affect students’ ability to resume testing);

d. Whether all the rooms in which the test was being taken were affected, or only some,

and the availability of satisfactory alternative rooms to which the students can be moved;

e. The extent to which there has been opportunity for communication or collaboration

between the students during the disruption.

5. If the interruption does not require an evacuation, and does not impact student safety, and is

potentially less than **one (1) hour** in length, students should quietly remain in the testing area, or an

area designated by administration, to resume the testing activity after problems have been

resolved. Students evacuated from the examination site should also be instructed to wait if safety is

not jeopardized. Sufficient supervision should be provided to ensure that students are not left alone

at any time, and do not talk or communicate about the exam. If the problem is resolved, any

evacuated students should return to the exam area, or a new exam site, and testing may resume.

a. Students should be instructed to not discuss, with any person, the form or content of

the examination during the period of the interruption. Any such discussion may be

regarded as academic misconduct and is unethical and a violation of the *Statement on*

*Professional Behavior* of the College Committee on Student Promotions and the

*Guidelines Regarding Academic Integrity* of the UIC Student Disciplinary Code. Engaging

in these and/or other similar behaviors may be cause for disciplinary action by the

University.

b. The amount of time allotted for the exam will not be affected by any interruption.

Resumed exams should retain the time available prior to the interruption, i.e., a two

hour exam interrupted after fifteen minutes would be resumed with 1:45:00 remaining.

6. If an exam interruption exceeds **one (1) hour** in length, and there are no safety concerns, and if

students are willing to continue to wait for the problem to be rectified, an exam may be

resumed at a later time, as long as students remain quietly in the testing or designated area

until the exam resumes.

7. Exams with interruptions exceeding **one (1) hour** in length may be terminated and rescheduled.

8. If an exam is terminated, an alternate date should be scheduled (including Saturday), occurring

as soon as possible.

9. Students will only have one exam score considered.

a. If an exam is interrupted, then completed at a different time, or considered complete

without being restarted, that exam will be counted.

i. At the discretion of administration, and in consultation with student

representatives, students may be offered the opportunity to be granted full

credit for a partially completed exam.

If an exam is terminated and rescheduled, only the rescheduled exam will be counted. All

examination materials from the terminated session will be considered void, with all exam results

negated. If discrete components of the exam are completed before the interruption, those

portions do not need to be retaken.

Students unable to test at the rescheduled date must meet with the course director or college

administration to determine a suitable alternate date for exam makeup. end