

OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
TCOM – Examination and Quiz Administration	September 24, 2020	P15.523

PROCEDURE STATEMENT (R*)

Examinations and quizzes will be given at the time and date established by the Senior Associate Dean for Academic Affairs and/or his/her designee.

REASON FOR PROCEDURE (O*)

This procedure outlines the rules and consequences regarding tardiness to an examination or quiz.

AREAS OF RESPONSIBILITY (R*)

TCOM Student- Procedure 1
 Testing and Evaluation Services- Procedure 2, 3, 4, 5, 6, 7, 8 and 11
 Senior Associate Dean for Academic Affairs or his/her designee- Procedure 4, 5, 6, 7, 8, 9, 10 and 11
 Center for Academic Performance- Procedure 7
 Assistant Dean for Osteopathic Clinical Education or his/her designee- Procedure 9

PROCEDURE DETAILS (R*)

1. Students must be seated in their designated seats prior to the published examination or quiz time. For a remote exam/quiz, the start time is the published start time from Testing and Evaluation Services (TES) and those students who start after the designated late time will be subject to penalties outlined below. Additionally, students must upload the assessment by the time outlined in the assessment instructions.
2. Testing and Evaluation Services shall be responsible for identifying those students late for seating/starting an assessment. Testing and Evaluation Services shall report all late students to the Senior Associate Dean for Academic Affairs and/or his/her designee immediately following the examination.
3. Students who arrive late to an examination will receive no additional time to take the examination. They will be required to stop taking the examination at the published stop time.
4. For the first late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 10% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 10% penalty.
5. For the second late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 20% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 20% penalty.
6. For the third and subsequent late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 30% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 30% penalty.
7. Students who receive testing accommodations will have an examination start and stop time determined by the Center for Academic Performance (CAP), this will also apply to quizzes when they are administered by CAP.
8. Other violations of testing procedures/instructions may be subject to the same penalty point process outlined for late arrival/uploads.
9. Late/missed examination procedures during clinical clerkships will be outlined in the clerkship syllabi.
10. Students who are tardy to multiple mandatory exams and/or quizzes may be reported for professionalism concerns to the Senior Associate Dean for Academic Affairs or his/her designee.
11. Students found out of compliance with this procedure may be subject to disciplinary action including loss of examination points. Students should consult the course syllabus and individual test instructions for additional information related to specific assessments.

RELATED INFORMATION (O*)

DEFINITIONS (O*)

1. Examination Start Time. “Examination start time” means the published time. For example, if the start time of 8:00 AM is published and the examination is delayed by proctors’ procedures until 8:10 AM, a student is penalized if he/she is seated after 8:00 AM.

FORMS/ONLINE PROCESSES (O*)

HISTORY (R*)

Revision Date(s): May 2012, July 2016, December 2016, April 2017, July 2017, September 2020
Reviewed Date(s): January 2020

ADMINISTRATIVE AUTHORITY (R*)
Texas College of Osteopathic Medicine

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)
Texas College of Osteopathic Medicine – Academic Affairs
1000 Montgomery Street
Fort Worth, TX 76107

PolicyTech, the institutional policy repository, is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

*R = Required *O = Optional