TOURO COLLEGE
OF OSTEOPATHIC MEDICINE

Touro College of Osteopathic Medicine, Middletown
Testing Procedures

These procedures will be applied to all exams offered at Touro College of Osteopathic Medicine, Middletown, New York. The purpose of these procedures is to create and maintain a secure, reliable and fair testing process for all students.

Before the Exam - Computer
1. The exam is downloaded to personal computers before the exam start and can only be activated by use of the password, which will be revealed by the proctor.
2. Computers must have a battery capacity which will endure the total test time, or have a power cord for plugging in.
3. It is required that each computer be equipped with a security screen cover, which will remain in place during the testing period.

Before the Exam – Exam Room
1. Exam rooms are cleared of all personnel and materials at 45 minutes before the start.
2. Students are allowed entry at 30 minutes before the start.
3. All personal items, such as backpacks, books, notes and food must be stowed in lockers, or in designated storage space before entry to the exam room.
4. Students may bring with them only a personal computer and charger, pen or pencil, screen security cover and ID card.
5. No other personal items or food/drinks will be allowed.
6. Cell phones and digital/smart watches are NOT permitted in the exam room.

Entry to the Exam Room
1. Sign-in will require presentation of the Touro College ID card
2. Entry into the exam room can only be accomplished via a single door.
3. Seating will be assigned randomly. There are no exceptions.
4. Students requesting seating accommodations must apply for such through the Student Services Office.
5. Students who arrive more than 15 minutes late for an exam will not be permitted to sit for the exam. Please refer to the Student Handbook for Class Examination Policies.

Exam Start
1. The room proctor will announce that the exam is about to start.
2. When the room is appropriately ready, the proctor will announce the password to open the test and will then issue the instruction to begin.
3. IT Personnel will be available to solve computer problems.

Note Paper
1. Two sheets of paper will be distributed to each student after the exam start.
2. Students must sign the paper and return it to the proctor at sign-out of the exam.

Exam Duration
1. Each exam seating will be limited to a 2-hour duration, unless notified otherwise.
2. All bathroom needs are to be taken care of prior to entering the exam room. No one may leave the room during the exam, except to close and exit the exam.

Exam Conduct
1. Computer security screens will remain fixed during the exam.
2. Communication between students will not be tolerated.
3. The proctors will be monitoring the room for any irregularity. Students will be identified by their assigned number. In the event of any inappropriate conduct the proctor will submit a written report to the exam administrator with the appropriate students identified by number. Disciplinary action will be taken by the Dean of Student Services or the Student Promotions Committee as per the Touro College Academic Integrity Handbook.
4. Answer all exam questions to the best of your ability.   Students are not permitted to ask proctors questions about the exam material during the exam for any reason.

End of Exam
1. End of exam requires the exam to be closed and submitted.
2. Upload of the exam.
3. Show the cleared screen (Green Check Mark) to the proctor and sign-out of the room.
4. Sign and indicate your student ID number on your scrap paper. Hand in the scrap paper to your exam proctor.
5. Some exams may be built with an optional post-exam review. If you chose to participate you will be prompted for a second password. You must show this password prompt to the room proctor at which time you must submit your scrap paper and then be escorted to a separate room to take part in the review. There is no note taking during the exam review. At the end of the review complete the

submission of the exam and confirm this with the proctor by showing them the green check mark. There is no talking allowed in the post exam review room."

6. Students have a maximum of 15 minutes in the post-exam review.
7. Students must move quietly away from the exam room when the exam is still in progress.

Reentry to Exam Room

In the case of a two-part exam, students will clear the room at the end of the first part as per the 'end of exam' procedures described above.   Following the break, students check back into the same exam room with the room proctor.

Exam Absenteeism/Discussion of Exams

Seating at every exam is required. If an exam is missed for any reason it is against the Code of Conduct to listen to/take part in any discussion or be the recipient of any information regarding the missed exam. Violation of the Code of Conduct may result in student dismissal.

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