ExamSoft and NBME
Exam Protocols

You are responsible for providing your own test taking equipment (pc or mac laptop or ipad).

If your laptop is in for repairs or not working and you need to borrow a laptop computer, please let me know ASAP. Since the school laptop will not have SofTest downloaded and registered to your personal account, please arrive a few minutes earlier than everyone else so that we can get you set up to start on time.

Exam Soft:
You will find scrap paper at your seat. You may only have one (1) single sheet of scrap paper at your desk at any time. However, once it is filled, you may raise your hand and a proctor will exchange it for another sheet. You will also be provided with a pen/pencil; however, if you would prefer to bring your own pencil or pen, you may do so.

NBME:
You will be provided with one green erasable board for notes and one erasable marker. If you fill up your green board, please raise your hand and a proctor will provide you with another. If your marker runs dry, please ask for another marker.

Items you can bring into the exam room include your laptop/iPad, a power adapter, computer mouse and a pen/pencil.

Please leave your laptop bag/case in your locker. If you bring any other items into the room, you will be asked to return them to your locker before the exam begins.

Common banned items are listed below:

- Cell phones
- Coats, outer jackets, hooded sweatshirts or headwear (except for religious observance)
- Beverages and/or food of any type
- Backpacks
- Personal Digital Assistants (such as Palm Pilots)
- Watches with computer or memory capability
- Calculators
- Paging devices
- Recording, filming or photography devices
- iPods or radios
- Reference materials (book, notes, papers)
- Pencil cases
**If these items are found in your possession/at the exam seat during the exam, the items will be confiscated and an exam incident report will be processed.

Should an emergency restroom break become absolutely necessary, click on hide exam (control-H on PC or command-H on Mac) and quietly proceed to the front of the auditorium (8th floor entrance). Please keep in mind that this will not stop the timer which will continue to run. Students will be escorted one at a time by a proctor to the restroom. Again, keep in mind that no extra time will be provided for restroom breaks and only a single student may leave the auditorium at a time.

**When you are finished with your exam, please exit QUIETLY.**

Exam Soft: Unlike with the formative exams, you will NOT receive your score immediately upon exiting the exam. The exam will go through an exam review process where the Department of Evaluation, Assessment and Research reviews the exam items and identifies items for review by faculty. In addition, The Course/Unit Directors will receive reports on both student and question performance which may result in changes to your raw score. The Unit/Course Directors will review the exam result reports to identify any items that may need to be adjusted. Once all adjustments have been completed, an email will be sent to you identifying any items that have been adjusted and releasing your final exam grade. These grades will also be uploaded to Blackboard at that time.