

**Upstate Medical University
College of Medicine
Exam Protocols**

You are responsible for providing your own test taking equipment: pc or mac laptop (iPad may be used for ExamSoft exams only)

If your laptop is in for repairs or not working and you need to borrow an Upstate laptop, please contact the Exam Coordinator as soon as possible prior to the exam. Since the Upstate laptop will not have Examplify registered to your personal account, please arrive a few minutes earlier than the exam arrival/start time to prepare the computer for prompt exam start.

Notification of Exams

You will be notified of exams in several different ways.

Syllabus	Published Calendar
Brightspace announcement (Exam Coordinator)	ExamSoft Download Reminder

Late Arrivals

Exams will start promptly at the time assigned. Students must arrive 10 minutes before the start time. Notify the testing coordinator if you arrive late to an assessment or exam.

Personal Belongings in the Testing Room

All unauthorized personal items and/or devices are prohibited in the testing room during all exams given by the College of Medicine (COM). Bags left unsecured in hallways will be brought to the UME Office.

Unauthorized items, but are not limited to the following:

- Cell Phones
- iPods/Media Players/Radios
- Watches with computer and/or memory capability
- Calculators
- Paging Devices
- Recording programs, filming or photography devices
- Reference Materials (books, notes, papers)
- Backpacks, briefcases, or luggage (including laptop cases)
- Coats, outer jackets, or headwear (except for religious observance)
 - Includes HOODED sweatshirts
- Accessories: headbands, scarves, gloves

Items Allowed in the testing room are as follows:

- Laptop (iPad for ExamSoft/Examplify exam, if you so choose)
- Power adapter
- Mouse
- Writing implement (Examsoft/Examplify exam ONLY)
- Water ONLY (clear containers with no labels and must be re-sealable)
 - No soda, coffee, tea or other items

Items that will be provided for you in the Testing Room:

Examsoft/Exemplify	NBME
Earplugs	Earplugs
Paper	NBME Greenboard
Pen	Erasable Pen

Notes of any kind are not to be taken from the testing room. You will be provided with one (1) paper/greenboard at your exam station at a time. You can use both sides. Once it is filled, you may raise your hand, and a proctor will exchange it for an empty paper/greenboard. You must turn in the completed paper/greenboard to receive a new blank one. Papers/Erasable boards will be collected at the end of the examination session.

Taking a Break

For most exams, there are no scheduled breaks configured in the exam. If you need to take a restroom or personal break during the exam:

- Raise your hand to signal a proctor. If the proctor indicates that no other examinee is out of the room, you may leave the room. You will be escorted on all unscheduled breaks. The Chief Proctor will be responsible for maintaining the proctor ratio in the exam room.
- Click **“Hide Exam”** (Exemplify) or **“Pause”** (NBME) to place a screen saver on your screen while you are out of the room. This does not stop the exam session timer but will prevent anyone from seeing the item you are on or any answer choices you may have selected.
- In the presence of a proctor, you may access food, water or medicine. However, any other personal belongings (such as study materials, cell phones, and electronic devices) are prohibited. If you are observed engaging in such prohibited behavior, your medical school is required to report the incident and an investigation may follow. This could result in a professionalism concern report, judicial hearing, and/or prevention from taking future NBME/USMLE exams.
- Click **“OK”** (Exemplify) or **“Cancel”** (NBME) to return to your exam.

Students may not leave the exam for any reason outside of an emergency restroom break. Students who choose to leave the exam for any other reason will not be allowed back into the testing room.

Examination Rules of Conduct

This examination contains test materials that are either owned by Upstate Medical University College of Medicine or owned and copyrighted by Kaplan®, National Board of Medical Examiners and/or other question banks that COM subscribes to. Any reproduction of these materials or any part of them, through any means, including but not limited to, removal of test materials from the testing room (written, printed, or recorded); reconstruction through memorization; or dictation/dissemination of these materials or any part of them **IS STRICLY PROHIBITED**.

Receipt of Grades

Type of Exam	When Grade Reports Should be expected
Formative Assessment	Immediately (within 24 hours of upload deadline)
Summative Quiz Summative Exam	Item Review Process can take up to 4 business days to complete. Grades will be posted AFTER lectures sessions are done for a day.
NBME Subject Exams - MS2 Exams	MS2 Exams will be released after all Subject exams have been completed
NBME Subject Exams - MS3 Clerkships	MS3 Clerkship exams: These exam reports can take up to 72 business hours to be released.

Violations of Exam Protocols

Violation of Exam protocols and/or rules of conduct will result in a professionalism concern report. Depending on the violation, you may be requested to leave the exam room or other disciplinary action.

Please note that these Protocols may be updated at any time at the discretion of College of Medicine Administration.
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