

School of Medicine  
Operating Policy and Procedure

**SOM OP:** 30.04, **Administration of Examinations**

**PURPOSE:** The purpose of this School of Medicine

Review exam performance according to current guidelines established by the Curriculum and Educational Policy Committee.

b) For NBME Examinations

Select either subject examination or customized examination format

Construct customized examinations using procedures developed by the Office of Academic Affairs.

b. Office of Academic Affairs:

1) *Phase 1 Manager/Coordinator.*





statements. For exams administered by the National Board of Medical Examiners

(NBME), examinees must accept the stipulations presented at the beginning of the exam in order to take the exam.

b. Process of examination opening, testing, submission:

- 1) *Assigned seating.* For any exams given in the multi-disciplinary lab (ACB 200),



7. **Possible academic misconduct.** If behavior occurs that prompts a proctor to be limited to the following:
  - a. The proctor may issue a general caution to the class regarding the behavior in