



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Student Computer Usage During Electronically Administered Quizzes/Exams / MSEC-0613-7

Policy Owner: Ivy Click, EdD / MSEC Chair (2020-)	
Committees, Departments, or Individuals Responsible for Implementation: Office of Academic Affairs	
Original Approval Date/ By: 6/18/2013	Effective Date: 5/23/2024
Most Recent Revision Date: 5/23/2024	Policy Advisory Committee Review Date: 5/23/2024
Date of Next Review: 5/23/2027 (All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)	

(A) Policy Statement:

Examinations are delivered in an electronic format and therefore students must have functioning laptop computers compatible with the testing environment. The laptop computers must be compliant with specifications outlined in the student catalog.

(B) Purpose of Policy:

To address the problem of students appearing for computer administered quizzes or exams without a laptop computer that meets the specifications set forth in the QCOM Student Catalog. Every student is responsible for having a functioning laptop computer that meets these specifications. Currently, mobile devices (e.g., iPads) are only compatible with select methodology.

(C) Scope of Policy (applies to):

All medical students enrolled in Quillen College of Medicine.

(D) Policy Activities:

Students are to appear for examinations with their own laptop computer that meets the specifications outlined in the student catalog. See the [student catalog](#) for specification details. Any student who experiences computer problems should meet with the IT Manager to attempt to resolve the problem in advance of a scheduled quiz/exam. It is understood that some technical issues may not be resolved and that last-minute issues may arise. If a student experiences issues immediately prior to the quiz/exam, they should bring their laptop to the quiz/exam for examination by the IT Manager. Only those students who contact the IT Manager no later than the day prior to the quiz/exam for a known problem, or who present their malfunctioning laptop the day of the quiz/exam, or who experience technical issues during the quiz/exam will be provided a laptop for the quiz/exam by the College of Medicine.

Failure to adhere to this policy will result in consequences related to professionalism assessment. A Professionalism Report form may be submitted for any student who requests use of a College of Medicine computer but had failed to contact the IT Manager prior to the quiz/exam day or to present their malfunctioning laptop the day of the quiz/exam.