Dear Students,

The College of Medicine is committed to maintaining safe testing and promoting behaviors to reduce and contain the spread of COVID-19. As this disease remains a threat to our students, school staff, faculty, and community's health, the best practice is for exams to be taken from the safety of your home. To do so, please follow the steps below immediately.

1. Ensure that your laptop/desktop meets "Downstate's TechSpecs". Follow this link to check the requirements: https://guides.downstate.edu/techspecs

2. Consider your exam space. Identify a **quiet space** in your home that has **outlets** for you to plug in your laptop and phone.

3. Check your Wi-Fi signal
   - Use an ethernet connection to your router if you can.
   - Note, the National Board of Medical Examiners (NBME) has taken steps to ensure remote exams are not impacted by Wi-Fi fluctuations. This means if fluctuations occur, testing time will automatically adjust as necessary during exams to maintain timing integrity

4. Noise. If you are in a noisy environment, we encourage you to use **foam earplugs**.

5. Exam Protocols
   - In **advance of <u>each</u>** exam:
     - You must review, attest to, and return the COM Honor Code.
     - Certify your device according to exam type and attest to doing so.
   - On the **day of the exam**: attend to and abide by your Proctor instructions.

If you still have concerns about your laptop/desktop or Wi-Fi capabilities, please put a ticket in with Downstate IT Service Desk by sending an email to Help@Downstate.edu. This must be done **at least 2 weeks before** your exam to allow for IT to resolve your needs in time for your exam.

When contacting IT, please:
- *'cc' your exam administrator (for Clerkships, this will be your Clerkship Coordinator, for Foundations this will be Ms. Kenia Tavarez).*
- *In the subject line **include: the issue, the date of your exam, and the exam** (ex. Problem with exam computer, Oct 2, Unit 1 Summative).*
- *Describe the problem in detail.*
- *Include your telephone number for IT to contact you.*

Before any exam is administered by the College of Medicine you are required to certify that your device meets the examination requirements. If you have followed the requirements in "TechSpecs" you will likely have no issues with your certification. Instructions for certification will come from your test administrator 1-2 weeks before any exam.

Administering exams on campus will only be considered for **emergencies.** However, if you feel that IT has not addressed your needs or if there are other issues you would like us to be aware of, please let us know using the contacts below. Again, make sure to indicate the exam course name, date of your exam and your concern.

Foundation Years: Ms. Kenia Tavarez (Kenia.Tavarez@downstate.edu)
Clinical Years: Ms. Priya Pasram (Priya.Pasram@downstate.edu) & Your respective Clerkship Coordinator.

September 23, 2021