

UWSOM Family Medicine Final Exam Instructions

Install Safe Exam Browser (**TODO 1-2 WEEKS PRIOR TO EXAM**):

MedU recommends that institutions use a computer lab, if at all possible. Please do what is most convenient for your proctors and/or your site!

If students are using school issued or institution computer's:

- Please be sure that Safe Exam Browser is installed on the computers by IT professionals prior to the date of the exam and the exam portal is accessible. www.med-u.org/securing-your-medu-exam

If students are using a personal computer:

- Institutions must have several backup computers with SEB already downloaded available for students to use if they have problems with their personal machine.
- If students are using their own computer to take the exam, please have them go to: www.med-u.org/securing-your-medu-exam **at least one-week prior** to the exam date to install the Safe Exam Browser. Please have students follow the instructions closely in this 2 step process.
- Students and/or IT having difficulty downloading the Safe Exam Browser should call [603-277-2067](tel:603-277-2067) or email examscoring@med-u.org.

DAY-OF: Administration of the New Exam Platform (*text in blue below is info that should be stated to the student*):

- Give the student(s) the **DAY-OF Exam Handout** (see below).
- The proctor should give a verbal instruction that **they will verbally end the exam at 3 hours**.
- Please note that **the exam CANNOT be paused, once it is begun**. Students should be told to alert the proctor immediately if they experience any issues, so they do not have a significant loss of time attempting to troubleshoot issues themselves.
- Also please inform your student(s) that **they will not be able to see their exam results at the end of their exam in our new exam platform, so they should not attempt to log back in to the exam**. If they attempt to do so they could be locked in the secure browser, and will need to perform a hard reset to exit. Exam scores will be emailed to the student 2-4 business days following the exam day.
- Lastly, please be sure that all students **SUBMIT their exam when completed by clicking the end test button and clicking YES to submit**. They should choose to **QUIT the Safe Exam Browser after their exam is submitted**.

DAY-OF Exam Handout(s): Given to your student on the DAY OF THE EXAM

→ Handout Includes: Login, password, and exam instructions

Attached to the email are the exam guides for the students (MERGED PDF). There is ONE FOR EACH STUDENT with their individual login and password (NOTE: Please inform the student that the login and passwords are CASE SENSITIVE). **Please print your student(s) page and hand them out to your student(s) once in the testing room, on the day of the exam**. We do not want students to attempt to sign in before they are in a proctored or exam environment. Also, please be sure that you collect them back from the students as they exit the proctored environment.

If you have any questions or issues with the exam software, please call MedU at **603-277-2067!**

If you have any questions about log-in or passwords, please call **206-616-7890!**