Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Examination Technology and Software Policy
Application/Scope:	Undergraduate Medical Education Students
Approved (Date):	June 2026
Review Date:	June 2031
Revised (Date):	March 2026
Approved By:	UGME Operations Committee [March 2026] Progress Committee [April 2026] College Executive Council [April 2026] Senate [June 2026]

1.0 PURPOSE

The Max Rady College of Medicine has integrated online examinations across all aspects of the Undergraduate Medical Education (UGME) program, including Final and Midterm examinations. UGME students are expected to have their own laptop for use during examinations. This policy will ensure that students have the current requirements, resulting in system compatibility and fewer errors.

2.0 DEFINITIONS

2.1 **Pre-Clerkship** – Year 1 and Year 2 of the UGME program.

2.2 **Clerkship** – Year 3 and Year 4 of the UGME program.

2.3 **National Board of Medical Examiners (NBME) Exam –** A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program. The NBME will recommend a pass mark as an equated percent correct score, and the UGME Program will determine the pass mark every September, based on this recommendation.

2.4 **ExamSoft** – An examination management system adopted by the Max Rady College of Medicine**,** which enables students to conduct exams on a personal computer while locking out all other programs and internet access. This system also provides discrete, precise feedback on students' results and performance across a range of categories linked to the curriculum.

2.5 **Examplify** – The software application downloaded to a student's laptop that interfaces with ExamSoft.

2.6 **ExamSoft Password** - A student's personal ExamSoft password is created by ExamSoft. It is used to access Examplify and the ExamSoft secure website.

2.7 **Examination Password** - A password assigned to open a specific examination in Examplify. All Students will use the same Exam Password when accessing the same exam in Examplify. Students will be given the password at the beginning of their exam.

2.8 **Chief Invigilator (CI)** – The person responsible for the administration of the examination who ensures strict compliance with UGME examination policies and procedures and/or NBME testing regulations.

2.9 **Chief Proctor** – The Chief Proctor is deemed equivalent to the Chief Invigilator as established by the University of Manitoba Registrar's Office. The term "Chief Proctor" may be used interchangeably with and means "Chief Invigilator" or "Invigilator in Charge".

3.0 POLICY STATEMENTS

GENERAL

3.1 All Med 1 and Med 2 summative examinations will be conducted utilizing the Pre-Clerkship Examination System.

3.2 Med 3 and Med 4 students will be tested using the Clerkship Examination System at the end of each clinical rotation.

3.3 Any attempt to begin an examination early, disable or tamper with security features will be considered a violation of the integrity of the examination.

3.4 This policy will be reviewed every five years after the last approval date.

4.0 PROCEDURES

RESPONSIBILITY OF A STUDENT

4.1 All UGME students are required to provide their own laptop for use in examinations and to ensure that it meets the current minimum operating system requirements for the examination software. Students must maintain their laptops in good working order, e.g. updated, charged, and properly configured.

4.2 Students with a Student Accessibility Services (SAS) approved accommodation that requires a peripheral device or software for use with their laptop are responsible for ensuring it is in good working order and compatible with the examination software.

4.3 If a student anticipates difficulty meeting the above laptop requirement (e.g. device failure or incompatibility), they must notify the UGME Evaluations Administrators as early as possible before the examination to discuss arrangements.

4.4 Students must review, be familiar with and adhere to the Examination Technology and Software Policy Standard Work (Appendix 1) prior to each examination.

4.5 Students must review and be familiar with the Pre-Examination Notification (Appendix 2) before every examination.

5.0 REFERENCES

- University of Manitoba – Use of Computer Facilities Policy
- UGME – Examination Conduct Policy

6.0 POLICY CONTACT

Policy: UGME Operations Committee Chair
Procedures: Evaluations Administrators

Appendix 1: Examination Technology and Software Policy Standard Work

Prior to your exams, students will need to ensure that they are familiar with the Examination Technology and Software Policy.

LAPTOP REQUIREMENTS

Before purchasing a new laptop or updating the operating system, please refer to the following:

- For the latest information regarding laptop operating system requirements, it is mandatory that you visit the ExamSoft Website at:
  https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements.

- For the latest information regarding laptop operating system requirements, it is mandatory that you visit the NBME Website at:
  http://www.nbme.org/system-requirements/2.html.

TECHNICAL SUPPORT

UGME staff will not provide technical support for Examplify or laptop issues during an examination, but issues must be presented to the invigilator for record. Problems with personal laptops are not the responsibility of the Max Rady College of Medicine Faculty or Support Staff. Problems with Examplify software need to be addressed by ExamSoft. Problems with your personal laptop must be addressed by your laptop vendor/manufacturer/provider. Any of the above issues need to be communicated to the Chief Invigilator for recording purposes.

If a student's laptop fails unexpectedly, UGME has a limited number of laptops available to provide in an emergency. These laptops are provided on a first-come, first-served basis, and students should not assume one will be available if required.

EXAMPLIFY SUPPORT
For the most recent information regarding Examplify support from ExamSoft, please visit their website at https://www.examsoft.com.
Telephone: 1-866-429-8889
Email: examsoft-support@turnitin.com.

NBME SUPPORT
For the most recent information regarding NBME support, please visit their website at
https://nsas.nbme.org/home
Email: assessmentservices@nbme.org

PRE-CLERKSHIP:

EXAMSOFT EXAMINATION MANAGEMENT SYSTEM

It is the students' responsibility to familiarize themselves with their laptop requirements, the Examplify software, and the instructions on the ExamSoft website before the examination. Students should allow sufficient time before the examinations to ensure their personal laptop operating system meets the application requirements.

- Pre-Clerkship students must register with ExamSoft at the UGME ExamSoft portal as follows:
  - Log in using your Student ID number and password provided at registration.
  - Download/Install Examplify.
  - Restart Examplify. Once registered, students will receive a confirmation email at their University of Manitoba email address.
  - Complete a Trial/Test Exam. Upon completion of the familiarization training during Orientation Week, all students will take and submit a trial/test exam to assess laptop functionality and outline the capabilities of the Examplify system.

- Prior to all scheduled examinations, students must ensure the following:
    - Examplify is registered and updated prior to all exam(s). Examplify may be installed on multiple laptop devices for use as a backup. Examination files should only be downloaded to the laptop you intend to use on exam day.
    - Ensure that the laptop meets the specifications outlined on the ExamSoft portal to support Examplify. ExamSoft advises students to use mock exams periodically to optimize their testing environment and adjust the laptop that best fits their preferences.
    - Touch screens should be disabled so only the external mouse or trackpad has mouse priority.
    - Once Examplify is installed and registered, students shall familiarize themselves with the software by utilizing the built-in Practice Exam feature.
    - Ensure that the laptop's battery is charged.
    - Consider disabling your laptop's sleep/hibernate mode during the exam. Some laptops go into sleep/hibernate mode during extended periods of nonuse. During an exam, it can be difficult to exit this mode. Refer to the instructions for your operating system to modify these settings
    - Download the assigned exam. When writing multiple exams, make sure all exams are downloaded prior to the start of the exam.
    - Any SAS-approved peripheral device or software is in working order and compatible with the examination software.

- For days on which an examination is scheduled:
    - Students should bring their WIFI-enabled laptop with a fully charged battery, power cord, Bannatyne Campus Login and Password to access the secure UM wireless network, student card and ExamSoft password.
    - Immediately before Examplify launches an examination, students will be provided with a warning screen indicating that they should not begin the examination until instructed to do so.
    - Read the Pre-Examination Notification that appears before the start of the examination. This may contain information pertinent to the examination.
    - During the examination, use care when highlighting and deleting.
    - Once you have finished your examination, check your answers, save and exit the examination. Laptops will seek to acquire a wireless signal. Do not leave the examination room until you have uploaded your examination and you receive a message stating "Your examination has been successfully uploaded." Failure to upload your examination before leaving the examination room may result in your examination not being graded.
    - When writing multiple examinations in one sitting, they must be completed before you leave. If you exit the examination area before uploading all examinations, you cannot re-enter and complete the missing component. Any examinations not uploaded before exiting the writing area are scored at zero (0).

CLERKSHIP:

EXAMINATION PREPARATION FOR NBME

It is the students' responsibility to familiarize themselves with their laptop requirements, the NBME software, and the instructions on the NBME website before the examination. Students should allow sufficient time before the examinations to ensure their personal laptop operating system meets the application requirements.

- Prior to all scheduled examinations, students must ensure the following:
    - Read through and familiarize yourself with the NBME System Requirements and NBME Workstation Certification, which will be emailed to students one to two weeks prior to the exam date.
    - Ensure the laptop's battery is fully charged.
    - Consider disabling the laptop's sleep/hibernate mode during the exam. Some laptops go into sleep/hibernate mode during extended periods of nonuse. During an exam, it can be difficult to exit this mode. Refer to the instructions for your operating system to modify these settings
    - Any SAS-approved peripheral device or software is in working order and compatible with the examination software.

- For the day on which an examination is scheduled:
    - Students should bring their WIFI-enabled laptop with a fully charged battery, power cord, Bannatyne Campus Login and Password to access the secure UM wireless network, and student card.
    - Use the instructions that will be presented to you on examination day to download the examination. You will be prompted to read and accept the “Secure Browser Security Notice” to proceed to the Secure Browser download instructions page.
    - The examination is self-timed and will end when you end the examination or the time for the examination expires. A web-based examination typically includes an optional tutorial, the examination section(s) and an optional untimed post-test survey.

Appendix 2: Pre-Examination Notification

Today, you are writing the Class 20XX [NAME] Midterm/Final

This examination is ## hours long and has ## multiple-choice questions.

If there are additional handouts, please do not write on them and return them to the invigilators at the end of the examination.

If you are using a laptop with a touchscreen, please double-check your answers before submitting the exam, or disable the touchscreen function.

Pencil cases, other pouches, and containers are discouraged. **Only simple calculators are allowed; no smart, programmable, internet-connected devices, watches, or similar devices** are permitted. Students are encouraged to show their calculator to an invigilator before proceeding to their seat. The ExamSoft calculator is enabled as well.

Hats, headphones or earbuds are not allowed. Earplugs are allowed – please show them to an invigilator before using. No cell phones or other smart electronic devices are permitted when writing the examination. Time is displayed on the overhead screen after the examination begins. You can also use the time reminder within the Examplify system.

Reminder: images are also available as attachments for you to click on for better viewing.

Optional: Students may provide comments and feedback on each question. No extra time is given for this, so make sure you manage your time accordingly. These comments are provided to the course leader after each examination.

In accordance with the Examination Conduct policy, no student may enter the examination space after the first half hour (30 minutes) from the official examination start time. Depending on how many students remain with ten (10) minutes left in the examination period, invigilators will decide if those who are done can leave before the official end of the examination.

To maintain a quiet environment for all students, students must leave the immediate area outside the examination space when they have finished.

When you have completed the examination, students must display the confirmation screen on their examination upload to an invigilator before leaving. If there is an issue with your laptop, students should contact an invigilator for assistance.